

**Attachment I.1: Grantee Introductory Email to Retailers**

OMB Control Number: 0584-0524  
Expiration Date: 12/31/2022



Dear [Retailer Name]:

We are excited to be partnering with you on the implementation of the 2019-2022 Summer Electronic Benefit Transfer (Summer EBT) Project in [LIST GRANTEE REGION]

Hopefully you have received the recent email from USDA's Food and Nutrition Service and you know that Abt Associates will be conducting an evaluation of the 2019-2022 Summer EBT project. As part of this evaluation the study team is conducting short interviews with a small number of local retailers that provide benefits to families participating in the Summer EBT project.

As the grantee responsible for implementing the 2019-2022 Summer EBT Project in [NAME OF REGION], we recommended your store [NAME OF RETAILER] to participate in the interviews, since you are a key partner in providing food to families in [NAME OF REGION] for the Summer EBT project.

We think your perspective, opinion and experience with Summer EBT implementation will be important to include as part of the retailer information in the evaluation. We hope that you will participate!

[SITE LEAD NAME] with the evaluation team from Abt Associates will contact you via email and telephone in the next week to provide more detail about the study, answer any questions you might have, and to schedule your interview.

If you have any questions, please do not hesitate to contact me [INSERT GRANTEE NAME] at [INSERT GRANTEE PHONE NUMBER] or e-mail [GRANTEE EMAIL].

We really appreciate your participation and assistance.

Sincerely,

[GRANTEE NAME]

The Food and Nutrition Service (FNS) is conducting this study to obtain information about the experiences of the Summer Electronic Benefit Transfer (EBT) Project by grantees, retailers, school districts and participants. Participation in this study is voluntary and the information collected will be used to understand how Summer EBT projects are implemented in varying settings. This study does not collect personally identifiable information. Information collected in this study will be kept private to the extent permitted by law. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0524. The time required to provide this information collection is estimated to average 1 minute per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: USDA/Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-0524).