

Appendix S. Study team recruitment email for case studies

OMB No. 0584-[NEW]

*Survey of Supplemental Nutrition Assistance Program (SNAP)
Employment and Training (E&T) Case Management*

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Office of Policy Support
Food and Nutrition Service
U.S. Department of Agriculture
1320 Braddock Place
Alexandria, VA 22314

SURVEY OF SNAP E&T CASE MANAGEMENT

Study team recruitment email for case studies

Subject: Seeking [State name]'s Participation in a SNAP E&T Case Study

Dear [Name of State SNAP director],

We are following up with you about the Survey of SNAP E&T Case Management study Kathryn Law, Director of SNAP Research and Analysis Division, Food and Nutrition Service (FNS) [or whomever is sending the email for FNS] recently described in an email sent to you on [fill date]. I am from [Mathematica or SPR], and on behalf of FNS, we are conducting this important study to better understand how all 53 SNAP agencies are providing case management, assessment, and participant reimbursements and other supports in their SNAP Employment and Training (E&T) programs.

FNS selected [Name of State]'s SNAP E&T program to be included in this study as a case study because FNS believes [Name of State]'s experience will provide valuable insights to other States, FNS, and other programs implementing case management, assessment, and participant reimbursements and other supports.

Participation in this study is voluntary. Be assured that there will be no penalties if you decide not to respond, either to the information collection as a whole or to any particular questions. The information you provide will be private and will not be maintained or disclosed in identifiable form to anyone, except as otherwise required by law.

We would like to schedule an hour to speak with you and your staff to tell you more about the study and our planned data collection activities, and to answer any questions you may have. Below are some times we are available:

- [List days and times the study team and the COR are available for a call]

Please let us know if any of these times would work, or if there is someone else on your staff we should reach out to about this.

In the meantime, if you have any questions or concerns, please contact Kristen Joyce, the Mathematica project director, at kjoyce@mathematica-mpr.com or Kristen Corey, the FNS project officer, at kristen.corey@usda.gov.

Thank you,

[Site lead name]

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