

# **Appendix T. FNS State recruitment email for survey**

OMB No. 0584-[NEW]

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

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## SURVEY OF SNAP E&T CASE MANAGEMENT

### FNS State recruitment email for survey

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

Dear [Name of SNAP director],

The Food and Nutrition Service (FNS) is sponsoring a new study to better understand how SNAP agencies are providing case management in their SNAP Employment and Training (E&T) programs as well as conducting assessments and delivering participant reimbursements and other supports after referral to E&T. An important goal of the study is to help develop best practices and lessons learned to support SNAP E&T programs. To meet the goals of the study, FNS has contracted with Mathematica to conduct a survey of all 53 SNAP agencies. Please see the attached study description for more details.

**FNS strongly encourages all SNAP agencies to participate in this important study. For your agency, participation involves completing a 45-minute online survey.** The survey asks about your [State's/territory's] policies and guidance about case management approaches and practices, assessing participants (including sharing a copy of an initial non-proprietary assessment you use), and offering participant reimbursements and other support services.

Thank you in advance for your participation in this study. The study findings will be published in a final report that will summarize how SNAP E&T programs across the country are conducting case management, assessing participants, and offering participant reimbursements and other supports. The report will include a [State name] profile that will highlight your agency's practices, as well as profiles for each State and territory that you can use to learn how others are implementing these important program elements. You will have the opportunity to review your agency's profile before the final report is published.

**Within 3 business days you will receive an email directly from Mathematica with a link to the survey and instructions for completing it.** If you have any questions in the meantime, please contact the FNS project officer, Kristen Corey, at [kristen.corey@usda.gov](mailto:kristen.corey@usda.gov) or Kristen Joyce, the Mathematica project director, at [kjoyce@mathematica-mpr.com](mailto:kjoyce@mathematica-mpr.com).

#### Public Burden Statement

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