



Food and Nutrition Service
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Food and Nutrition Service (FNS)

FROM: Kristen Corey
SNAP Evaluation Branch
OPS/SNAP Research and Analysis Division
Food and Nutrition Service (FNS)

DATE: June 22, 2021

SUBJECT: Justification for additions to introductory language in data collection instruments approved for OMB Control No: 0584-0665 “Survey of Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Case Management.”

The Food and Nutrition Service (FNS) is requesting a non-substantive change to the Survey of Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Case Management, approved under OMB Control No. 0584-0665; expiration date of June 30, 2024. FNS made non-substantive edits to the Introduction and Consent section of the survey instrument, master site visit discussion guide, case management observation guide, and group activity observation guide approved under OMB Control No: 0584-0665.

The revisions do not include any changes to the information collection, and respondents are not asked to submit any new or additional documentation to FNS. The estimated time to complete the survey, site visit discussion, case management observation, and group activity observation is not impacted by these changes.

Please see the following information for a detailed explanation regarding the requested changes. These changes are also shown in the attachments.

Appendix B and Appendix F: Survey instrument

- a. Added “Most information collected about each State in the survey will be publicly reported. However, information will not be attributed to survey respondents, and

information about the respondents will not be made public.” One the Appendix F, this stated can be found on page 2, 2nd paragraph, last sentence.

Appendix C: Master site visit discussion guide

- a. Added “[Note to site visitor –At the end of the interview, provide your business card to participants.]”

Appendix D: Case management observation guide

- a. Added “[At the end of the group activity, provide your business card to participants.]”
- b. Added “If you are uncomfortable at any time during the observation, please let us know and we will leave the room. If you decide you would no longer like to be observed, nothing will happen to any benefits you are receiving, and it will not affect your eligibility to participate in the program.”

Appendix E: Group activity observation guide

- a. Added “[At the end of the group activity, provide your business card to participants.]”
- b. Added “If you are uncomfortable at any time during the observation, please let us know and we will leave the room. If you decide you would no longer like to be observed, nothing will happen to any benefits you are receiving, and it will not affect your eligibility to participate in the program.”

If you have any questions about this request, please contact Rachelle Ragland Greene, Rachelle.Ragland-Greene@USDA.GOV.

Revised Version 3 Attachments:

- Survey instrument:
 - Appendix B. Survey of SNAP E&T Case Management_Survey instrument_revision3_06222021
- Master site visit discussion guide:
 - Appendix C. Survey of SNAP E&T Case Management_Master Discussion Guide_revision3_06222021
- Case management observation guide:
 - Appendix D. Survey of SNAP E&T Case Management_Case Management Observation Guide_revision3_06222021
- Group activity observation guide:
 - Appendix E. Survey of SNAP E&T Case Management_Group Activity Observation Guide_revision3_06222021
- Survey example screenshots:
 - Appendix F. Survey of SNAP ET Case Management_Survey example screenshots_revision3_06222021