

Appendix L. Survey Recruitment Email

OMB No. 0584-[NEW]

Assessing SNAP Participants' Fitness for Work

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Email from FNS to State SNAP Directors Regarding Survey

Dear [Name of State SNAP Director],

The U.S. Department of Agriculture's Food and Nutrition Service (FNS) has contracted with MEF Associates and its partner Mathematica to conduct a study to better understand how States determine whether individuals are exempted from work requirements or have good cause for not meeting work requirements due to a physical or mental limitation. Although FNS provides guidelines to States on how to make these determinations, we are interested in understanding how States implement those guidelines. You can find more information about this study in the attached.

A major component of this study is a survey of all 53 State SNAP agencies. The goal of the survey is to document policies, guidelines, and procedures used for making fitness for work determinations, **not** to audit or identify actions that may be correct or incorrect. In one week, you will receive a link to complete the online survey from [survey email] with the subject line [subject line]. The survey should take no more than 60 minutes to complete, and you will be able to share the link with other staff in your agency to assist in the completion of the survey.

I would like to encourage you to complete this survey by [Date] to ensure your agency is represented in this nationwide research effort. Your answers to this survey will help provide accurate and useful insights to FNS and other State SNAP agencies throughout the country.

If you have any questions about this research effort, please contact the study's federal project officer, Eric Williams at eric.williams@usda.gov.

Sincerely,

[Name]

[Title]

Food and Nutrition Service
U.S. Department of Agriculture

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This information is being collected to assist the Food and Nutrition Service in understanding how States assess physical or mental limitations when screening for exemptions from work requirements or determining good cause. This is a voluntary collection and FNS will use the information to determine needs for technical assistance. This collection does not request any personally identifiable information under the Privacy Act of 1974. 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-[xxxx]. The time required to complete this information collection is estimated to average .0357 hours or approximately 2 minutes per response, including the time for reviewing 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: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRA (0584-xxxx). Do not return the completed form to this address.