

# Appendix P. Survey Reminder Email for Partial Completers

OMB No. 0584-[NEW]

*Assessing SNAP Participants' Fitness for Work*

**Project Officer: Eric Sean Williams**

Office of Policy Support  
SNAP Research and Analysis Division  
Food and Nutrition Service  
U.S. Department of Agriculture  
1320 Braddock Place  
Alexandria, VA 22314  
703.305.2640

[eric.williams@fns.usda.gov](mailto:eric.williams@fns.usda.gov)

**Survey Reminder Email for Partial Completers**

Subject: *[Reminder!] Survey of State SNAP agencies about exemptions from work requirements and good cause*

Hi [Respondent name],

Thank you for starting the survey of how your State assesses physical or mental limitations when screening for exemptions from work requirements or determining good cause.

There is still time to complete the remaining survey questions 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. As a reminder, the survey will close in **X** weeks.

Personalized link: [link]

If you need additional information about the purpose of the study, please contact Eric Williams at [eric.williams@usda.gov](mailto:eric.williams@usda.gov). If you have questions about or need assistance with the web survey, call [study phone number] or email us at [study email].

Thank you for your time!

Best,

[sender]

USDA is an equal opportunity provider, employer, and lender.

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.