

Appendix Q. Survey Reminder Email for Non-Completers

OMB No. 0584-[NEW]

Assessing SNAP Participants' Fitness for Work

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Survey Reminder Email for Non-Completers

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

Dear [Respondent Name],

We are reaching out with a friendly reminder to take a survey as part of the U.S. Department of Agriculture's Food and Nutrition Service's (FNS) research 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. We have already received many responses from other State SNAP agencies, but it is important for us to capture your agency's perspective in this nationwide research effort.

As a reminder, the survey will close in **X** weeks. Please visit the link below to take the survey, or share it with another staff person in your agency who may be better able to answer questions on your State's processes for determining physical or mental limitations. This survey should take no more than 60 minutes to complete.

Personalized link: [link]

Your answers to this survey will help provide accurate and useful insights to help FNS assess States' needs for technical assistance and identify lessons learned to share across all State SNAP agencies.

If you need additional information about the purpose of the study, please contact Eric Williams at 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].

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.