

**Attachment E.2: Study Team Introductory Email to SFAs**



Dear [SFA Contact Name]:

Congratulations! You've been recommended by [NAME OF GRANTEE] to participate in the 2019-2022 Summer Electronic Benefit Transfer (EBT) Evaluation, funded by the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS). This study will review and describe the experiences and implementation processes of Summer EBT by grantees, retailers, school districts, and project participants.

As an SFA participating in Summer EBT during 2019-2022, your involvement is important to the success of the study. We are eager to learn more about best practices and challenges from the SFA perspective. We will need your help for the following data collection activities:

- 1) **In-person Interview:** We would like to conduct an in-person interview with you, as the person who has the most experience with Summer EBT implementation at your SFA
- 2) **Focus Group Liaison:** We will conduct focus groups with parents/caregivers of children participating in Summer EBT. We would like you to also serve as the Focus Group Liaison. This role will involve helping to recruit focus group participants and coordinating with the Summer EBT grantee [NAME OF GRANTEE] and study team about the focus groups. You will work closely with Summer EBT participants in your area. We can offer a \$250 honorarium for this work.

Over the next week, the study team will contact you to discuss the interview, serving as the liaison at your SFA, and discuss the focus groups.

We have also attached the Study Overview and Frequently Asked Questions (FAQs) to provide you more information.

We thank you in advance for your important contribution to this research. We look forward to learning more about your SFA and your experiences implementing the Summer EBT project.

If you have questions or concerns about the evaluation, please contact [NAME OF SITE LEAD] by email at [\[INSERT EMAIL\]](#) or by phone at [INSERT PHONE].

Sincerely,

[INSERT NAME]

Summer EBT 2019-2022 Evaluation Team

The Food and Nutrition Service (FNS) is conducting this study to obtain information about the experiences of the Summer Electronic Benefit Transfer (EBT) Project by grantees, retailers, school districts and participants. Participation in this study is voluntary and the information collected will be used to understand how Summer EBT projects are implemented in varying settings. This study does not collect personally identifiable information. Information collected in this study will be kept private to the full extent permitted by law. 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 0584-0524. The time required to provide this information collection is estimated to average 9 hours per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review 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: USDA/Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-0524).