

## **P.1. Template for email from FNS to SNAP State agency**

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**To:** SNAP State administrator

**Subject:** Seeking [State name]'s participation in a site visit for SNAP Language Access Study

Dear [SNAP State administrator FN LN],

Earlier this year, we contacted you about completing a survey for a study the USDA Food and Nutrition Service (FNS) is sponsoring to better understand how SNAP agencies serve individuals with limited English proficiency (LEP). The study also explores the language access policies, procedures, and guidance of SNAP agencies. We appreciate your time in completing the survey.

To meet the goals of the study and understand how language access policies, plans, procedures, and operations function at the local level FNS has contracted with Mathematica to conduct case study site visits to four States. Please see the attached study overview for more details.

**FNS is seeking your State's participation in a case study site visit for this important study.** The site visit will last three days and will include interviews with State SNAP agency staff and visits to three local areas within the State, where the study team will interview local policy officials, local office managers, and frontline staff. The study team will also conduct simulations of the experience an LEP individual might have when applying for and participating in SNAP in two of the local areas.

**Within three business days, you will receive an email from a member of the Mathematica study team to secure your participation and plan the site visit.** If you have any questions, please contact the FNS project officer, Eric Williams, at [eric.williams@fns.usda.gov](mailto:eric.williams@fns.usda.gov) or Maria Boyle, the Mathematica project director, at [mboyle@mathematica-mpr.com](mailto:mboyle@mathematica-mpr.com).

Public Burden Statement

This information is being collected to assist the Food and Nutrition Service to better understand the language landscapes in which Supplemental Nutrition Assistance Program (SNAP) and Nutrition Assistance Program (NAP) agencies operate and their associated limited English proficiency (LEP) policies and operations. This is a voluntary collection and FNS will use the information to improve access of SNAP to LEP individuals. 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 0.0668 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and 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.