

P.4. Template for email from SNAP State agency to local SNAP agency

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To: Local SNAP agency administrator

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

Dear [SNAP local office administrator FN LN],

The USDA Food and Nutrition Service (FNS) is sponsoring the SNAP Language Access study to better understand how SNAP agencies serve individuals with limited English proficiency (LEP). 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.

I'm reaching out to you on behalf of Mathematica to seek your office's participation in a site visit for this important study. The site visit will include interviews with policy officials, office managers, and frontline staff from your office. In some locations the study team will also conduct simulations of the experience an LEP individual might have when applying for and participating in SNAP.

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 or Maria Boyle, the Mathematica project director, at mboyle@mathematica-mpr.com.

Sincerely,

[SNAP State office administrator name]

[Title]

[Telephone number]

[Email address]

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 0.0334 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.