

## **Appendix N1**

**Template for email from FNS Regional Office to State SNAP agency**

Dear [Recipient's Name],

Food and Nutrition Service (FNS) is conducting an important study on child support cooperation requirements in SNAP and has selected [State] to participate in it. Participation in this data collection is voluntary and there are no penalties if you select not to participate. This congressionally mandated study, authorized by the Agriculture Improvement Act of 2018 (i.e., the Farm Bill), will assess the implementation, impacts, costs, and benefits of child support cooperation requirements in SNAP.

The study will include 12 States, including 7 States that are exercising the option to implement a child support requirement in SNAP, 2 States that formerly implemented a child support cooperation requirement but no longer do so, and 3 states that are considering implementing this requirement.

[State] was selected because [it has a child support requirement for SNAP participants] [it previously had a child support requirement for SNAP participants] [a proposal has been submitted in the State legislature to mandate child support cooperation in SNAP]. The attached description provides additional information about the study (Appendix N6: Project fact sheet).

The data collection activities for this study include:

- A site visit from the research team that will include interviews with State staff from SNAP and child support agencies [as well as visits to two local SNAP and two local child support agency offices];
- Collection of administrative data; and
- [In-depth interviews with 25 to 30 SNAP participants.]

The research team will collect and analyze administrative data from SNAP, child support, [and, in some States, Medicaid and Temporary Assistance for Needy Families]. [Finally, the team will collect and analyze cost data associated with implementing the requirement in selected States.] The research team will make every effort to minimize State burden when collecting the information required to address the research objectives.

To help us conduct this study, we have contracted with Mathematica and its subcontractor, MEF Associates. I have copied the study's Project Director, Pamela Holcomb, Deputy Director, Julie Hartnak, and Task Lead, Asaph Glosser. They will be in touch shortly to provide more information. Please work with them to complete the required study activities. [State's] participation is a critical component of this important study. In the interim, please don't hesitate to contact me (at [add email]), the study's project director (Pamela Holcomb at pholcomb@mathematica-mpr.com), or the FNS Project Officer (Michael Burke at michael.burke@usda.gov) if you have any questions.

Thank you for your assistance,

[Name]

[Title]

[Organization]

**Public Burden Statement**

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 one minute 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 to reducing this burden, to the following address: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22314, ATTN: PRA (0584-xxxx). Do not return the completed form to this address.