

Appendix N2

Template for email from FNS headquarters to State SNAP agency

Dear [Recipient's Name],

You have received notification from [FNS regional staff] that Food and Nutrition (FNS) is sponsoring a congressionally mandated study, authorized by the Agriculture Improvement Act of 2018 (i.e. the Farm Bill), on child support cooperation requirements in the Supplemental Nutrition Assistance Program (SNAP).

To help us conduct this important study, we have contracted with Mathematica and its subcontractor, MEF Associates. This study will assess the implementation, impacts, costs, and benefits of child support cooperation requirements in SNAP. 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.]

[State's] participation is voluntary and a critical component of this important study. Please work with the research team to help them complete their required data collection activities. They will make every effort to minimize State burden when collecting the information required to address the research objectives.

Please don't hesitate to contact your regional officer (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,

Kathryn Law
Director, SNAP Research and Analysis Division
Office of Policy Support
USDA Food and Nutrition Service

cc: Pamela Holcomb, Michael Burke, [FNS Regional Staff]

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.

Privacy Act Statement

Authority: This information is being collected under the authority of Section 9 of the Food and Nutrition Act of 2008, as amended, (7 U.S.C. 2018). Disclosure of the information is voluntary.
Purpose: The information is being collected to evaluate Child Support Cooperation Requirements in United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program (SNAP).
Routine Use: The information may be shared with SNAP contract researchers and USDA SNAP research and administrative staff.
Disclosure: Disclosure of the information is voluntary. If all or any part of the information is not provided, interviews may not be admissible in data sets.

The Systems of Records Notices relevant to this collection are FNS-8 FNS Studies and Reports located at <https://www.govinfo.gov/content/pkg/FR-1991-04-25/pdf/FR-1991-04-25.pdf> and FNS-10 Persons Doing Business with the Food and Nutrition Service (FNS) located at