Appendix J.3. Instructions for Using SFTP Site

Dear [ADSEF contact],

Thank you for your continued cooperation with the Puerto Rico food security study. Please submit the administrative list of NAP participants to Insight's secure file transfer protocol (SFTP) site. Instructions follow; your username and password will be provided separately:

1. Navigate to https://connect.insightpolicyresearch.com.

2. Enter your username (will be provided separately).

3. Enter your password (will be provided separately).

4. Upload the file.

If you are unable to submit datafiles via the SFTP site, please contact [NAME] at [XXX.XXX.XXXX] or [email@insightpolicyresearch.com].

Sincerely,
[PROJECT MANAGER]

Public Burden Statement

This information is being collected to assist the Food and Nutrition Service (FNS) in understanding food security status and economic well-being among Puerto Rico residents. This is a voluntary collection. FNS will use the information as a baseline for future assessments of food security and the Nutrition Assistance Program, particularly in the context of natural disasters. This collection requests 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 40 hours per response, including the time for reviewing instructions 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, Alexandria, VA 22314. ATTN: PRA (0584-XXXX). Do not return the completed form to this address.

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