

Appendix M. Survey Invitation Email

OMB No. 0584-[NEW]

Assessing SNAP Participants' Fitness for Work

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Survey Invitation Email

Subject: *Survey of State SNAP agencies about exemptions from work requirements and good cause*

Dear [Respondent Name],

We are following up on an email sent a week ago about a survey that we are conducting as part of the U.S. Department of Agriculture's Food and Nutrition Service's (FNS) research study to better understand how States determine whether individuals are exempted from work requirements or have good cause for not meeting work requirements due to a physical or mental limitation. For more information on our project, please see the project description attached.

A major component of this study is a survey of all 53 State SNAP agencies. The goal of the survey is to document policies, guidelines, and procedures used for determining which applicants or participants are exempt from work requirements due to physical or mental limitations, not to audit or identify actions that may be correct or incorrect. We estimate that the survey will take around 60 minutes to complete. It will include questions about topics such as your State's policies regarding exemptions from work requirements and good cause for not meeting work requirements, as well as your State's processes for determining physical or mental limitations. *If you think that someone else in your organization may be better suited to take the survey, please forward them the link!*

Your personalized link: [link]

Deadline: Month XXth, 2022

If you have questions about the purpose of the study, please contact Eric Williams at eric.williams@usda.gov. If you have questions about or need assistance with the web survey, call [study phone number] or email us at [study email].

We appreciate your time and encourage you to reach out if you have any questions.

Best,

[sender]

USDA is an equal opportunity provider, employer, and lender.

This information is being collected to assist the Food and Nutrition Service in understanding how States assess physical or mental limitations when screening for exemptions from work requirements or determining good cause. This is a voluntary collection and FNS will use the information to determine needs for technical assistance. 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 .0357 hours or approximately 2 minutes per response, including the time for 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.