

**Appendix F2.2 Participant Focus Group Confirmation and Reminder  
Email/Text**

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## Participant focus group confirmation email template

FROM: [STUDY EMAIL]  
TO: [INTERVENTION PARTICIPANT]  
EMAIL SUBJECT: SNAP E&T Focus Group Confirmation

Dear [INTERVENTION PARTICIPANT],

Thank you for agreeing to participate in a focus group for our SNAP E&T Rapid Cycle Evaluation Study! We have scheduled your group's session for [DATE at TIME] at [LOCATION].

The discussion will focus on your background and your experiences with [SNAP E&T Program Name], one of the SNAP Employment & Training programs that is available to people who participate in SNAP.

### Logistics:

- Who: 8 to 10 [SNAP E&T Program Name] participants and Mathematica research staff
- Time: Approximately 90 minutes [DATE at TIME]
- Place: [FOCUS GROUP LOCATION]
- Compensation: You will be given a \$50 gift card for your participation in the session.

Finally, please let me know if you have any questions or concerns before we meet.

Thank you again,  
[CONTACT INFO]

### Public Burden Statement

This information is being collected to assist the Food and Nutrition Service in evaluating operational improvements in Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) programs that aim to improve delivery of services and program outcomes. This is a voluntary collection and FNS will use the information to assess the effectiveness of changes made to the SNAP E&T program. 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 1 minute (0.0167 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.

### **Participant focus group reminder email template**

FROM: [STUDY EMAIL]  
TO: [INTERVENTION PARTICIPANT]  
EMAIL SUBJECT: SNAP E&T Focus Group Reminder

Dear [INTERVENTION PARTICIPANT],

Thank you again for agreeing to participate in a focus group for our SNAP E&T Rapid Cycle Evaluation Study! This is just a reminder that our session is scheduled for [TIME AND DATE] at [LOCATION].

Please let me know if you have any questions or concerns.

We look forward to speaking with you!  
[CONTACT INFO]

### **Participant focus group confirmation text template**

Hello [INTERVENTION PARTICIPANT], thank you for agreeing to participate in our SNAP E&T Rapid Cycle Evaluation Study focus group!

DATE: [DATE OF FOCUS GROUP]

TIME: [TIME OF FOCUS GROUP]

PLACE: [PLACE OF FOCUS GROUP]

Please send any questions or concerns to [CONTACT INFO].

### **Participant focus group reminder text template**

Hello [INTERVENTION PARTICIPANT],

This is just a reminder about our upcoming focus group as part of the SNAP E&T Rapid Cycle Evaluation Study!

DATE: [DATE]

TIME: [TIME]

LOCATION: [LOCATION]

Thank you and we look forward to speaking with you then!