

Appendix F2.1 Participant Focus Group Recruitment Email/Text

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Participant focus group recruitment email template

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

Dear [INTERVENTION PARTICIPANT],

The U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) has hired Mathematica, an independent research organization, to study different Supplemental Nutrition Assistance Program (SNAP) employment and training (E&T) programs, such as [SNAP E&T Program Name]. These programs help people find jobs and link them to supportive services. We are reaching out to you today because you have engaged with [SNAP E&T Program Name] in the past.

As part of the SNAP E&T Rapid Cycle Evaluation Study, we will be conducting focus groups of 8 to 10 participants to discuss your experiences with [SNAP E&T Program Name] and to learn what worked well and what could be improved. Your feedback is very important to us and will help us better understand how to improve these programs. We know how valuable your time is, so we will give you a \$50 gift card for your participation in the session.

If you are interested in participating in our focus group, **please respond to this email with your availability on the following dates**. We will e-mail you to confirm the date, time, and location of your focus group.

[LIST OF DATE/TIME OPTIONS]

We have attached a frequently asked questions document to this email. Please contact us as soon as possible if you have any questions. We can be reached at xx@mathematica-mpr.com or at xxx-xxx-xxxx. Thank you in advance for participating in this important study.

Sincerely,

[STUDY PROJECT DIRECTOR]
Project Director

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 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 2 minutes (0.0330 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 recruitment text template

Hello [INTERVENTION PARTICIPANT], the USDA Food and Nutrition Service (FNS) and Mathematica are inviting you to participate in a focus group for the SNAP E&T Rapid Cycle Evaluation Study!

We want to learn about your experiences with the [SNAP E&T Program Name]. We will give you a \$50 gift card for your time. If you are interested, TEXT “Y”, and we will text you to suggest a date and time for the discussion.