

**Appendix H2. Staff Semi-structured Interview Invitation Email**

**This page has been left blank for double-sided copying.**

## Staff semi-structured interview invitation email template

FROM: [STUDY EMAIL]  
TO: [INTERVENTION STAFF]  
EMAIL SUBJECT: SNAP E&T Staff Interview

Dear [INTERVENTION STAFF],

As you may know, the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) has hired Mathematica, an independent research organization, to help study different Supplemental Nutrition Assistance Programs (SNAP) employment and training (E&T) programs, such as [SNAP E&T Program Name]. We are reaching out to you because you work directly with SNAP E&T participants through [SNAP E&T Program Name].

As part of our study, we will be conducting one-on-one conversations of approximately 60 minutes to discuss your experiences with implementing recent changes to the [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.

If you are interested in participating in a one-on-one conversation, **please respond to this email with your availability on the following dates.** We will e-mail you to confirm the date and time of your interview.

[LIST OF DATE/TIME OPTIONS]

Please contact us as soon as possible if you have any questions. We can be reached at [xx@mathematica-mpr.com](mailto: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 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.