

J.5 Template for biweekly reminder email for SNAP administrators about the survey

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To: SNAP State administrator
When: Biweekly, scheduled (weeks 3, 5, 7, 9, 11)
Subject: Reminder! Complete the SNAP COVID-19 Survey

Dear [SNAP State administrator FN LN],

This is a reminder to complete the SNAP COVID-19 Survey, which was explained to you in an email from [FNS contact, title] on [DATE] and from Mathematica on [DATE].

The survey will take about 45 minutes, plus an additional 30 minutes for gathering and sending documents. Once you complete the introductory section, you may assign someone else on your staff to complete the other five sections. Once you have delegated the sections, the study team will reach out to these individuals about their assignments.

To start the survey, please visit [fill unique State web survey URL].

Please complete the survey by [DATE].

If you are unable to take the survey online, please call us at 1-800-XXX-XXXX between 9:00 a.m. and 5:00 p.m. Eastern time, Monday through Friday, to take the survey over the phone. If you are unable to complete the survey online or over the phone, you may complete it as a fillable PDF available [here](#) and return the completed survey to [emailinbox]@mathematica-mpr.com.

The Food and Nutrition Service strongly encourages all SNAP agencies to participate in this important study. The information you provide will be kept private, and no one outside the study team will be able to access it in a form that allows them to identify you, except as otherwise required by law.

If you have any questions or concerns, please contact the Mathematica study team at XXX@mathematica-mpr.com. Thank you for your time and your participation in this important study!

Sincerely,

Elizabeth Brown

Project director, SNAP COVID study

Public Burden Statement

This information is being collected to assist the Food and Nutrition Service in examining how State SNAP agencies shifted operations since the onset of the COVID-19 pandemic. This is a voluntary data collection and FNS will use the information to describe how State agencies shifted operations during and after the public health emergency and identify best practices and lessons learned. 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 and Expiration Date XX-XX-20XX. The time required to complete this information collection is estimated to take 0.0333 hours per response. 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).