**J.8 Urgent reminder email for respondents for the survey**

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

OMB Control No: 0584-XXXX

Expiration date: XX/XX/20XX

**To:** Respondent assigned to modules

**When:** Weekly (weeks 13,14, 15, and 16)

**Subject:** Urgent – Response needed to your section of the SNAP COVID-19 Survey

Dear [RESPONDENT assigned to modules],

It is urgent that you complete the SNAP COVID-19 Survey. [SNAP State Administrator FN LN] has assigned you to complete part of the survey. If we do not receive a completed survey by [FILL DATE], [State/Territory Name] will not be represented in the study’s final report.

**You have been assigned to complete the following section(s) of the survey:**

* [Fill SURVEY SECTIONS]

**To complete your section(s), please visit [fill unique State web survey URL].** Each section of the survey that you have been assigned takes about X minutes to complete.

**Please complete the survey by [FILL DATE]. This will be your final chance to participate in the study.**

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 it to [emailinbox]@mathematica-mpr.com.

Thank you for your time and 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).