

K.2 Template for email from Mathematica to State SNAP agency about the case studies

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To: SNAP State administrator
Subject: Case Study for the SNAP COVID Study

Dear [SNAP State administrator FN LN],

I am reaching out to discuss [State name]'s willingness to participate in the case study component of the How Have SNAP State Agencies Shifted Operations in the Aftermath of COVID-19? (SNAP COVID) study. (See the attached study overview for details.) As previewed in [FNS contact's] email (also attached for reference), the case studies involve virtual interviews with State [and local] staff along with some administrative data collection. I would like to schedule a one-hour meeting with you and your team members to describe these case study activities in more depth, answer any questions you have, and explore your State's participation in this component of the SNAP COVID study.

Here are three possible times for the call. Please let us know if any of them work for you. If none of them work, please suggest some alternatives, and we will do our best to accommodate you.

- Date/time 1
- Date/time 2
- Date/time 3

If you have any questions or concerns about the study, please contact me at ebrown@mathematica-mpr.com, or call me at 202-484-4680. You can reach the Food and Nutrition Service project officer, Amanda Wyant, at Amanda.Wyant@usda.gov.

We look forward to hearing from you.

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).