

K.3. Template for scheduling reminder email to SNAP State agency for the case studies

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To: SNAP State administrator

Subject: Scheduling call for SNAP COVID Study Virtual Site Visit

Dear [SNAP State administrator FN LN],

I am following up on the email sent to you on [date] about participating in a case study virtual site visit for the SNAP COVID Study.

We would like to schedule a call with you and any other relevant members of your staff to discuss the site visit in detail. I have listed some times below when I am available. If none of these times work, please suggest alternatives or direct me to someone on your team who can help with scheduling.

[Proposed dates and times for scheduling telephone call]

As a reminder, if you have any questions you are welcome to contact me at [telephone number] or [email], the study's project director Elizabeth Brown at EBrown@mathematica-mpr.com, or the FNS project officer Amanda Wyant at amanda.wyant@usda.gov.

I look forward to working with you.

[Name]

[Title]

Mathematica

[Telephone number]

[Email address]

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).