

Appendix I. Case Study Recruitment Email from Project Team to SNAP

This information is being collected to assist the Food and Nutrition Service (FNS) in understanding Supplemental Nutrition Assistance Program (SNAP) and Medicaid coordination. This is a voluntary collection and FNS will use the information to aid in the administration of SNAP. This collection does request 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 2 minutes (.0357 hours) per response, including responding to recruitment outreach, participating in interviews, and reviewing and providing feedback on process maps. 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 any completed materials to this address.

Case Study Recruitment Email from Project Team to SNAP Director

Dear [State SNAP Director],

I am following up on a recent email from [Name] of the Food and Nutrition Service (FNS) about the ***Improving Coordination Between the Supplemental Nutrition Assistance Program (SNAP) And Medicaid in State Agencies*** study. My organization, MEF Associates, and our partner the State Health Access Data Assistance Center (SHADAC), are working on this project under contract with FNS to better understand States' approaches to coordinating SNAP and Medicaid, including policies and processes that facilitate and hinder coordination. We are also interested in learning about best practices to coordinating the two programs. You can find more information about the study in the attached document.

A major component of this study are case studies of five States that are pursuing innovative approaches to coordinating SNAP and Medicaid. As [Name from FNS] mentioned, [State] is one of five States FNS has selected for a case study as part of this project.

The goal of the case study is to gain an in-depth understanding of how your State coordinates SNAP and Medicaid. Case studies will include in-person interviews with relevant staff, including State and local administrators, frontline staff, IT staff, and community-based providers. We expect each interview will take around 60-90 minutes. We are also reaching out to Medicaid staff in [State] to hear their perspectives on the coordination process. After we complete the interviews, we will ask you to verify process maps we create that will document how SNAP and Medicaid are currently coordinated in your State.

We are writing to ask whether you and your staff would be willing to participate in a collection of interviews with us to learn more about [State]'s coordination practices between these two programs.

To begin, we would like to schedule a one-hour call to discuss next steps and answer any questions you may have. We have suggested some times during which we are available. If none of these work for you, please let us know and we will look for additional times.

- [Times]

We understand that this might be a busy time for some States due to the unwinding process and the impacts of the end of the Public Health Emergency. As a result, we are willing to be flexible with our time and have pursued efficiencies in our study design and protocols to lessen the burden for all staff participating. If you have concerns about [State] participating in the study, please let me know. If you have any questions about the study, please contact the federal project officer, Megan Hrdlicka, at Megan.Hrdlicka@usda.gov.

Thanks,

[Name]

[Title]