Appendix AE. Case Study Recruitment Email from Project Team to Community Partner

Case Study Recruitment Email from Project Team to Community Partner

Dear [Community Partner Director],

The U.S. Department of Agriculture’s Food and Nutrition Service (FNS) has contracted with MEF Associates and its partner the State Health Access Data Assistance Center (SHADAC) to conduct the ***Improving Coordination Between the Supplemental Nutrition Assistance Program (SNAP) And Medicaid in State Agencies***study. FNS is interested in learning more about States’ approaches to coordination between these two programs, including policies and processes that facilitate and hinder coordination.

A major component of this study are case studies of five States that are pursuing innovative approaches to coordinating SNAP and Medicaid. Case studies will include in-person interviews with relevant staff for SNAP and Medicaid, including State and local administrators, frontline staff, IT staff, and community-based providers.

We have spoken with the [State] [SNAP or Medicaid agency] and they recommended your organization to participate in the study. We’re hoping to learn about their role in helping participants enroll in or renew Medicaid and SNAP as well as practices that facilitate or hinder coordination between the two programs.

**We are writing to ask whether you and your staff would be willing to participate in a 60-minute interview with us.** We are happy to schedule a 30-minute 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 your organization. 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 your organization 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]