

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

## 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](mailto:Megan.Hrdlicka@usda.gov).

Thanks,

[Name]

[Title]

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 60 minutes (1 hour) 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