E. Survey Invitation to SNAP State Directors

**OMB Number:** 0584-#### **Expiration Date:** MM/DD/20YY

Survey Invitation to SNAP State Directors

Dear [SNAP State Director name (or designated point of contact)],

A few weeks ago, Eric Williams at the U.S. Department of Agriculture’s Food and Nutrition Service (FNS) emailed you about an upcoming study, *Understanding Risk Assessment in SNAP Payment Accuracy* (SNAP RA study). FNS has contracted with Westat to conduct the study. As a reminder, this study will provide FNS with information about the tools State agencies use to identify cases at high risk of payment error.

We are writing to request your completion of an online survey for all SNAP State agencies. Participation in this study is voluntary. Refusal to participate will not have any impact on your position, your State agency, or your programs. You may also skip questions you do not wish to answer. This survey should take between 15-45 minutes to complete depending on the characteristics of your State. There is no cost to you to participate apart from the time you spend to complete the survey, and there is no compensation. To complete this survey, click the following link:

SNAP RA study online survey: [URL]

Please complete and submit the survey as soon as possible but no later than [date]. You may share the survey link with your colleagues to assist in responding to questions. You may access the survey as many times as you wish before submitting, and your responses will save automatically as you progress through the survey.

If you have any question regarding the study please contact FNS project officer, Eric Williams at [eric.williams@usda.gov](mailto:eric.williams@usda.gov). If you have any questions about how to complete the survey, please email us at [study email], or call us toll-free at [study phone number].

The study team will host one additional webinar to share information about the study and allow State agencies to ask questions. This webinar will be held [date and time]. To register for the webinar, please click the following link: [URL].

We appreciate your support for the SNAP RA study. Your participation is very important to us. For your reference, we have attached a document that provides more details on the SNAP RA study.

Sincerely,

**SNAP RA Study Team**

Attachment: Study Overview

This information is being collected to provide the Food and Nutrition Service (FNS) with key information on case-profiling tools used by SNAP State agencies. This is a voluntary collection, and FNS will use the information to examine risk assessment tools in SNAP. This collection requests 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-####. The time required to complete this information collection is estimated to average 0.084 hours (5 minutes) 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-####). Do not return the completed form to this address. If you have any questions, please contact the FNS Project Officer for this project, Eric Williams, at eric.williams@usda.gov.