

J. Case Study Email Notification

Case Study Email Notification

Dear [SNAP State Director name],

Thanks to you and your colleagues for completing the survey for the SNAP Risk Assessment study (SNAP RA study). We appreciate your response.

As noted in the initial notification letter you received from the U.S. Department of Agriculture’s Food and Nutrition Service (FNS), the final phase of the study includes telephone/videoconference interviews with staff in six State agencies, and your State agency was among those selected. These interviews are a critical part of this study because they provide indepth information on the development and use of case-profiling tools in SNAP.

We want to find time for a 30-minute call with you to share details on what we hope to learn. We would also like to gather your input on the staff we should schedule for an interview and when these interviews would be least burdensome for your staff. Please review the following list of suggested dates and times and indicate all timeslots when you would be available for this 30-minute planning call.

[Dates]							
9:00–9:30 a.m. [local time zone]							
1:00–1:30 p.m. [local time zone]							

We are grateful for your cooperation and look forward to speaking with you soon. In the meantime, if you have any questions about the SNAP RA study, feel free to contact the FNS Project Officer, Eric Williams, at eric.williams@usda.gov or me at [email] or [phone number].

Sincerely,

[Signature of Site Lead]

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 0.033 hours (2 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.