

# M. Reminder Email to Schedule Interview

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Dear [staff name],

We recently sent you an email requesting your participation in a one-time interview for the SNAP Risk Assessment study. We have not heard from you but hope you will consider participating. Your participation is very important to us. The information we collect for this study will help the U.S. Department of Agriculture's Food and Nutrition Service (FNS) understand the process State agencies use to develop case-profiling tools to flag SNAP cases at high risk of payment error and also assist FNS in meeting its commitment to ensure Federal SNAP funds are disbursed appropriately.

Please contact me at [phone number] or at [email] as soon as possible to schedule an interview.

As a reminder, your participation is voluntary. Refusal to participate will not have any impact on your position, your State agency, or nutrition programs. You may take a break, skip questions, say something off the record, or stop participating at any time. There is no cost to you to participate apart from the time you spend with us for this interview, and there is no compensation. The interview takes about [X] minutes.

Your partnership matters to us! We appreciate your support for this important study.

Sincerely,

[signature of Site Lead]

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.