

**S. Administrative Data Participation  
Reminder Email  
From FNS Regional Office**

# Administrative Data Participation Reminder Email From FNS Regional Office

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Dear [SNAP State Director name],

The U.S. Department of Agriculture's Food and Nutrition Service (FNS) has contracted with Westat to conduct the SNAP Risk Assessment (SNAP RA) study. Recently, Westat requested additional data about your SNAP State agency's case-profiling tool. We have attached a shareable memo with instructions and details on the data Westat is looking to collect. **Note this request does not include any personally identifying data and is not part of an audit or monitoring visit.** As a reminder, participation in this request is voluntary. Refusal to participate will not have any impact on your position, your State agency, or your programs. You may also skip pieces you do not wish to provide. There is no cost to you to participate apart from the time you spend to complete the request, and there is no compensation. The request should take about 75 minutes.

## Next Steps

Please complete this request as soon as possible but no later than [date]. You may share the memo with your colleagues to assist in completing this request. If you have any questions about the study or how to complete the request, please contact the FNS Project Officer, Eric Williams, at [eric.williams@usda.gov](mailto:eric.williams@usda.gov) or the Quantitative Analysis Lead for the study, Kevin Baier via email at [kevinbaier@westat.com](mailto:kevinbaier@westat.com) or by telephone at 301-279-4593.

We appreciate your support for the SNAP RA study.

Sincerely,

[signature]

[FNS RO contact's name]  
[FNS RO contact's title]  
Food and Nutrition Service  
U.S. Department of Agriculture  
[FNS RO contact's email]

Attachment: Administrative Data Request Memo

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 0.0334 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](mailto:eric.williams@usda.gov).