

## **T. Administrative Data Progress Reminder Emails**

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Dear [SNAP State Director name],

Thank you again for agreeing to provide additional data about your State agency's case-profiling tool for the SNAP Risk Assessment (SNAP RA) study. I am writing to check in on your progress and to ask if there are any issues you need assistance resolving. If so, please contact me via email at [kevinbaier@westat.com](mailto:kevinbaier@westat.com) or by telephone at 301-279-4593.

Please complete this request as soon as possible but no later than [date]. **Note this request does not include any personally identifying data and is not part of an audit or monitoring visit.** You may share the attached instructional memo with your colleagues to assist in completing this request.

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).

We appreciate your support for the SNAP RA study.

Sincerely,

Kevin Baier  
Quantitative Analysis Lead for the SNAP RA Study  
Westat  
[kevinbaier@westat.com](mailto:kevinbaier@westat.com)  
301-279-4593

**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 0.033 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](mailto:eric.williams@usda.gov).