

## H.8. Final Survey Reminder Email

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**To:** SNAP State agency director

**From:** Westat

**Date:** TBD

**Re:** Final Reminder: FNS SNAP Work Requirements and E&T Data Study Survey

Dear *[First Name] [Last Name]*,

We are reaching out to you regarding the *SNAP Work Requirements and Employment and Training (E&T) Data Study* survey. Our records indicate we have not yet received a completed survey for your State agency. As a reminder, this survey must be completed by *[date]*.

If you have not already started, please allow approximately 75 minutes to complete the survey. You may need input from other staff in your State agency to complete the survey. To access or return to the survey, please use the following secure, unique survey link:

*[Survey link here]*

We will begin calling State agencies with incomplete surveys on *[date]*. If you believe you have already submitted your complete survey or have questions, please reply to this email or contact us at *[help desk email]*. Your FNS point of contact for this survey is Kristen Corey ([kristen.corey@usda.gov](mailto:kristen.corey@usda.gov)).

We look forward to receiving your response!

Sincerely,

*[Westat POC]*

### Public Burden Statement

This information is being collected to assist the Food and Nutrition Service in examining equity in SNAP work requirements and SNAP Employment and Training. This is a voluntary data collection, and FNS will use the information to understand what data are needed to assess equitable program access and outcomes in SNAP and SNAP Employment and Training. This collection does not request any 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-XXXX. The time required to complete this information collection is estimated to average 2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the following address: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22314, ATTN: PRA (0584-XXXX). Do not return the completed form to this address.