

H.11. Confirmation Email to Interview States

To: Nine Key Informant Interview SNAP State agencies
From: Westat
Re: FNS SNAP Work Requirements and E&T Data Study

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

Thank you for completing your survey and providing documents related to your State's SNAP E&T program for FNS's *SNAP Work Requirements and Employment and Training (E&T) Data Study*. As a reminder, your State was 1 of 9 States also identified to participate in the key informant interview component of the study. For this component, the research team will conduct virtual interviews with SNAP staff at State and local agencies, SNAP E&T provider staff, and other interested parties. The interview with State staff will last 1.5 hours; all other interviews will last 1 hour.

This email is to confirm your participation in the interview component of the study. If you have any concerns about your ability to participate in the key informant interview component of the study, please contact us **no later than MONTH XX, 2024** and we will address any questions you may have about the project. We will send another email with planning and scheduling details shortly.

If you have questions or prefer the correspondence be directed to someone else on your staff, please contact Dr. Jonathan Blitstein, the Project Director, at jblitstein@insightpolicyresearch.com or 703.347.1033. You may also contact Kristen Corey, the FNS Project Officer, at Kristen.Corey@usda.gov or *[phone]*.

Thank you,

[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 5 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.