

H.13. Interview Scheduling Email to Interview States

To: Six 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 agreeing to participate in the **interview component** of FNS's *SNAP Work Requirements and Employment and Training (E&T) Data Study*. The primary purpose of this study is to develop a framework for data FNS can use to monitor and assess States' progress toward equity.

For the interview component of the study, 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.

To begin the process, we would like to set up a planning call with you in the next week or so. During this call, we will discuss the study, the information we want to gather, potential interview respondents we would like your help recruiting, and a tentative schedule for the interviews. Our team is available for a virtual meeting during the following windows of time. Please indicate the timeslots you (and your State's SNAP E&T manager, if possible) are available for a 1-hour discussion, and we will arrange a virtual meeting accordingly.

- ▶ *[date, time]*
- ▶ *[date, time]*
- ▶ *[date, time]*

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 15 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.