

## **E. Reminder Electronic Letter to States with Data Request and Reminder Emails**

## Memo

**Date:** [Insert\_date]

**To:** [State]

**From:** Maeve Gearing, Project Director

**Subject:** Reminder: Data Collection Request

Dear [State contact],

This is a reminder to please complete the [first/second/third and final] cost data collection template for The Assessment of Administrative Costs of Electronic Healthy Incentives Projects (eHIP) study. The USDA's FNS contracted with Westat to conduct the study.

As a reminder, please submit all templates via the secure file transfer system previously established.

Attached to this letter you will find a description of the reporting templates and general instructions. Additional instructions are provided in the templates themselves.

Please submit:

- a Quarterly State Administrative Cost Workbook **for each quarter** [since the last data collection request in (month/year)].

- an Incentive Report **for each month** [since the last data collection request in (month/year)].
- a Retailer List with the Incentive Report any time a retail outlet joins eHIP or leaves eHIP. If there are no changes after the first month, the Retailer List does not need to be re-submitted.

We recognize and appreciate the effort preparing these reports require. We are happy to discuss modifications that would make them easier for you, including accepting data on a more frequent basis. We understand that you may not have all of the requested information.

Please let us know if you have any questions or concerns; we are happy to work with you to collect these important data. Thank you for your assistance,

Sincerely,

Maeve Gearing

Project Director, Assessment of Administrative Costs of Electronic Healthy Incentives Projects (eHIP)

Attachments: Include appropriate templates

This information is being collected to provide the Food and Nutrition Service (FNS) with key cost information on Electronic Healthy Incentives Projects conducted by SNAP State agencies. This is a voluntary collection, and FNS will use the information to examine costs of Electronic Healthy Incentives Projects for 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-NEW. The time required to complete this information collection is estimated to average 0.0835 hours (5 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 22314 ATTN: PRA (0584-NEW). Do not return the completed form to this address. If you have any questions, please contact the FNS Project Officer for this project, Kathleen Patton, at [Kathleen.patton@usda.gov](mailto:Kathleen.patton@usda.gov) or 703-305-2813.