

## **J. Electronic Letter with Reminder to Schedule Interview**

**From:** Maeve Gearing, Project Director

**Subject:** Reminder about Scheduling Interview for eHIP Study

Dear [State SNAP agency, EBT Processors, Retailers, Third Party Processors, GusNIP Grantee],

We recently sent you an email requesting your participation in an interview for the *Assessment of Administrative Costs of Electronic Healthy Incentives Projects* (eHIP) study. We have not heard from you but hope you will consider participating. Your participation is very important to us. The information we collect for this study will help the U.S. Department of Agriculture's Food and Nutrition Service (USDA FNS) understand the costs of integrating nutrition incentive programs into State electronic benefits transfer (EBT) systems and how these costs are different from the costs of setting up and running incentive programs that are not integrated in EBT systems. The USDA's FNS contracted with Westat to conduct this study.

Please contact me at [MaeveGearing@westat.com](mailto:MaeveGearing@westat.com) or 301-212-2168 as soon as possible to schedule an interview.

As a reminder, your participation is voluntary. Refusal to participate will not have any impact on your position. You may take a break, skip questions, say something off the record, or stop participating at any time. There is no cost to you to participate apart from the time you spend with us for this interview, and there is no compensation. The interview takes about [X] minutes.

Your partnership matters to us! We appreciate your support for this important study.

Sincerely,

Maeve Gearing

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

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.