

# H.1. Notification Email from FNS to SNAP State Directors

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**To:** SNAP State agencies  
**From:** FNS National Office  
**Date:** 2 weeks before survey launch  
**Re:** FNS SNAP Work Requirements and E&T Data Study

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

FNS is sponsoring a new study, the *SNAP Work Requirements and Employment and Training (E&T) Data Study*. This study will explore measures and data FNS could use to better understand equity in the administration of work requirements in SNAP, including access to and administration of SNAP E&T services. The study will produce recommendations for FNS to consider in developing a plan to assess and monitor equity in the administration of work requirements in SNAP. FNS has contracted with Westat, an independent research firm, to conduct this study. The study will include a survey of all 53 SNAP State agencies, interviews with SNAP and SNAP E&T provider staff in six States, and document review. The attached study description provides more information on the study.

**[If State is not selected to participate in interviews:]**

**FNS strongly encourages all SNAP agencies to participate in this important study.** For your agency, participation involves completing the 75-minute online survey. The survey asks about State-level policies and practices, SNAP E&T operations, SNAP eligibility data, and SNAP E&T data.

Westat will also request documents to aid in understanding your State's current policies and practices. Relevant documents may include any analyses or reports related to equity that States have produced, training documentation, provider agreements, documentation for data systems used to collect participant data, and interview scripts. The survey access email will include detailed instructions and a link to the document submission portal.

**In 2 weeks, you will receive an email from *[Name]* at *[email address]* with a unique link to access your State agency survey and instructions for completing it.** If you have any questions in the meantime, please contact the FNS Project Officer, Kristen Corey, at [kristen.corey@usda.gov](mailto:kristen.corey@usda.gov), or Jonathan Blitstein, the Westat Project Director, at [jblitstein@insightpolicyresearch.com](mailto:jblitstein@insightpolicyresearch.com).

**[If State is selected to participate in interviews:]**

**FNS strongly encourages all SNAP agencies to participate in this important study.** Participation involves completing the *[X]*-minute online survey about State-level policies and practices, SNAP E&T operations, SNAP eligibility data, and SNAP E&T data. Westat will also request documents to aid in understanding your State's current policies and practices. **FNS has also selected your State agency to participate in key informant interviews.** 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.

- ▶ **Complete the survey.** In 2 weeks, you will receive an email from *[Name]* at *[email address]* with a unique link to access your State agency survey and instructions for completing it. The email will also provide further information on the key informant interviews. If you have any questions in the meantime, please contact the FNS project officer, Kristen Corey, at [kristen.corey@usda.gov](mailto:kristen.corey@usda.gov), or Jonathan Blitstein, the Westat Project Director, at [jblitstein@insightpolicyresearch.com](mailto:jblitstein@insightpolicyresearch.com).
- ▶ **Submit documents.** Relevant documents may include any analyses or reports related to equity that States have produced, training documentation, provider agreements, documentation for data systems used to collect participant data, and interview scripts. The survey access email will include detailed instructions and a link to the document submission portal.

Thank you in advance for your participation in this study.

Sincerely,

*[FNS 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.