

## H.3. Email to SNAP State Directors Launching Survey

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**To:** SNAP State agency director

**From:** Westat

**Date:** TBD

**Re:** Please complete the FNS *SNAP Work Requirements and E&T Data Study Survey*

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

We are following up with you about the *SNAP Work Requirements and Employment and Training (E&T) Data Study*. Kristen Corey from the Office of Policy Support at FNS recently described this study in an email sent to you on *[date]*. FNS is conducting this study to 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. This email contains information for you to complete the online survey component of the study and provide documents related to your SNAP E&T program.

To access the survey, please follow the secure, unique survey link below:

*[survey link here]*

Please complete the 75 minute survey by *[date]*. You may exit and return to the survey at any time; your previous responses will be saved. You may need input from other staff in your State agency to complete the survey. To facilitate this process, survey modules can be assigned to different people. For your convenience, a printable PDF version of the survey is available on the survey website. Please note the PDF version of the survey will not be accepted as a completed survey. Responses *must* be submitted via the survey website.

The documents you provide will inform our understanding of your State's SNAP E&T program operations and will help us draft guidance for FNS with recommendations on how to assess and monitor equity in the administration of work requirements in SNAP and SNAP E&T programs. We have created a unique link for your State in Box, a secure cloud-based storage platform, where you will upload your documents here:

*[Box link here]*

We have also attached a guide that includes a table identifying the types of documents (i.e., category) and examples (i.e., provider handbooks, training materials) we would like you to provide. You are welcome to begin this process any time. We will send a reminder about these documents after we receive your completed survey.

Westat is conducting this study on behalf of FNS, and our study team is here to help! Please let us know if you have questions by replying to this email or contacting us at *[email]*. Your FNS point of contact for this survey is Kristen Corey ([kristen.corey@usda.gov](mailto:kristen.corey@usda.gov)).

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

In addition to completing the survey, you lead one of six State agencies that agreed to participate in the interview component of the study. You will receive a separate email detailing the purpose of the interviews, the types of participants we plan to speak with, and the steps we will take to work with you and your staff.

**[For all States]**

We thank you in advance for your important contributions to this study. We look forward to receiving your timely response!

Sincerely,

*[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 3 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.