

## H.10. Document Reminder Email

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**To:** SNAP State agency director

**From:** Westat

**Date:** TBD

**Re:** Reminder: document request for FNS SNAP Work Requirements and E&T Data Study

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

Thank you again for taking the time to complete the *SNAP Work Requirements and Employment and Training (E&T) Data Study* survey. This is a reminder that we have not received some of the SNAP E&T documents we need from your State. Please submit them by *[date]* via your State's unique Box folder, a secure cloud-based storage platform, using this link:

*[Box link here]*

The documents you provide will inform our understanding of your State's SNAP E&T program operations and will help us draft guidance for FNS with recommendations on how to assess and monitor equity in the administration of work requirements in SNAP and SNAP E&T programs.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 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.

If you have any questions, please reply to this email or contact us at *[email]*. Your FNS point of contact for this document collection is Kristen Corey ([kristen.corey@usda.gov](mailto:kristen.corey@usda.gov)).

We sincerely appreciate your participation and look forward to receiving your documents!

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 2 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.