

Appendix AQ.1

**Email to State Agencies to Schedule a Discussion Call for Obtaining SNAP
Administrative Data**

English Only



OMB Approval No. 0584-XXXX
Expiration Date: XX/XX/20XX

Dear <NAME>,

I am following up on an email sent to you (see below) from <NAME> at FNS regarding assistance we need for the upcoming SNAP Participant Survey on the Evaluation of Food Insecurity Nutrition Incentives (FINI).

We would like to set up a 15 minute phone call to discuss this data request and answer any questions you have. Please let us know which of these Date/ Eastern Standard Time slots works best for you. We will send you a confirmation email along with a dial-in number for you to call.

DATE/DAY/TIME:

If there is someone else in your agency that I should be speaking with please let me know and I will be glad to get in touch with him/her.

Thank you for your assistance.

Sincerely,

PROJECT DIRECTOR



According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The time required to complete this information collection is estimated to average 1 minute 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.