

## Attachment A: Assessment of SNAP E&T Data Introductory FNS Email

Dear [Contact Name],

The Food and Nutrition Service (FNS) is conducting a needs assessment to identify ways to improve the collection, reporting, and uses of Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) data. As part of the SNAP E&T Data Needs Assessment, FNS would like to visit seven States to better understand how States collect, validate, analyze and report E&T data. Each State visit would include discussions with State E&T policy staff, as well as intermediaries or third party providers that collect E&T data to learn more about data processes within the State. The visit would also include process mapping to understand the flow of E&T data within the State, and observations of State data systems related to E&T. The primary outcome of this needs assessment will be a report of recommendations about how to improve the collection, analysis, and uses of SNAP E&T data. A project description is attached [see Attachment E of this OMB submission], which provides more details.

FNS has contracted with Mathematica to conduct this project. In consultation with the project team, FNS would like to include [STATE NAME] as one of the seven States.

Thank you for your consideration and we hope that you will participate in this very important project. If you have any questions about the project, please feel free to contact [Name] at XXX-XXX-XXXX or by email at [email address]. A member of the project team will contact you within the next month to tell you more about the project and discuss your participation.

Sincerely,

This information is being collected to assist the Food and Nutrition Service in understanding SNAP E&T data needs. This is a voluntary collection and FNS will use the information better understand SNAP E&T data needs. 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: U.S. Department of Agriculture, Food and Nutrition Service, Office of Employment and Training, 1320 Braddock Place, Alexandria, VA 22314 ATTN: PRA (0584-xxxx). Do not return the completed form to this address.