

Appendix I. Case Study

Recruitment Email

from FNS/Medicaid to

State SNAAP/Medicaid

This information is being collected to assist the Food and Nutrition Service (FNS) in understanding Supplemental Nutrition Assistance Program (SNAP) and Medicaid coordination. This is a voluntary collection and FNS will use the information to aid in the administration of SNAP. This collection does request 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 (.0357 hours) per response, including responding to recruitment outreach, participating in interviews, and reviewing and providing feedback on process maps. 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 Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRA (0584-xxxx). Do not return any completed materials to this address.

Case Study Recruitment Email from FNS/CMS to State SNAP/Medicaid Director

Dear [Name of State SNAP/Medicaid Director],

The U.S. Department of Agriculture's Food and Nutrition Service (FNS) has contracted with MEF Associates and its partner the State Health Access Data Assistance Center (SHADAC) to conduct the ***Improving Coordination Between the Supplemental Nutrition Assistance Program (SNAP) And Medicaid in State Agencies*** study. FNS is interested in learning more about States' innovative approaches to coordination between these two programs, including policies and processes that facilitate and hinder coordination.

After careful consideration, [State Name] has been selected for a case study because we believe there is much to learn from your State's approach to coordinating SNAP and Medicaid. No administrative data will be collected and the case study will include one-time in-person interviews with relevant SNAP and/or Medicaid staff at a mutually-agreed time in Spring 2024.

The study team anticipates requesting a total of [Number of Interviews] [60-90]-minute interviews with different State and local [SNAP/Medicaid] representatives. No preparation will be needed by your staff prior to the interviews. The intended interviews include:

- [List of required interviews and time required for each interview]

During these interviews, the study team hopes to cover the following topics related to your State's coordination of SNAP and Medicaid:

- State and Federal policies and procedures that impact coordination between SNAP and Medicaid
- State agency organizational structure
- General application process
- Eligibility determination and redetermination process
- Participant outreach strategies
- Data system and use of electronic data sources in eligibility verification

A member of the study team will be reaching out to you in [the next week] to discuss the project and your State's participation in this research effort. The email will be sent from [sender] with the subject line [subject line].

[For Medicaid director] We understand that [State Name] is busy with unwinding and returning to regular operations after the COVID-19 pandemic. We want to emphasize that no action is needed at this time and the study team is just hoping to have a preliminary conversation with you about the study.

I would like to encourage you to talk with the study team and agree to participate because we believe a case study of your State will provide useful insights for FNS and CMS, as well as for your State agency.

Please let me know if you have questions.

Sincerely,

[Name]

[Title]