

L. Email Request to Schedule Interview

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Dear [staff name],

I am following up on the email you recently received from your SNAP State Director requesting your participation in an important research study, *Understanding Risk Assessment in SNAP Payment Accuracy* (SNAP RA study). The attached document provides more details about this research study.

As your SNAP Director will have explained, you were identified as someone who can provide valuable insight for this study into how a case-profiling tool was developed to flag SNAP cases at high risk of payment error. We would like to schedule a one-time telephone interview with you to hear more about that tool and any lessons learned in developing, implementing, and using it.

Next Steps

To facilitate scheduling, please review the following list of suggested dates and times and indicate all timeslots when you would be available for a [X]-minute interview. Please also indicate whether you would prefer to have your interview over the phone or via videoconference.

[Dates]							
9:00–9:30 a.m. [local time zone]							
1:00–1:30 p.m. [local time zone]							

Please know that this is a research study and not an audit or review. Your participation is voluntary. Any information you provide will be kept private, and the written notes from the interview will be stripped of your name and job title to mask your identity.

We are grateful for your cooperation and look forward to speaking with you soon. If you have any questions about the SNAP RA study, please feel free to contact the FNS Project Officer, Eric Williams, at eric.williams@usda.gov or me at [email] or [phone number].

Sincerely,

[signature of Site Lead]

Attachment: Study Overview

This information is being collected to provide the Food and Nutrition Service (FNS) with key information on case-profiling tools used by SNAP State agencies. This is a voluntary collection, and FNS will use the information to examine risk assessment tools in SNAP. This collection requests 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-####. The time required to complete this information collection is estimated to average 0.084 hours (5 minutes) per response. 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-####). Do not return the completed form to this address. If you have any questions, please contact the FNS Project Officer for this project, Eric Williams, at eric.williams@usda.gov.