

N. Reminder Email About Scheduled Interview

OMB Number: 0584-####
Expiration Date: MM/DD/20YY

Reminder Email About Scheduled Interview

Dear [staff name],

Thank you for making time to participate in an interview for the SNAP Risk Assessment study. As a reminder, you have an upcoming interview scheduled [day and time, time zone]. This interview will be conducted [by phone or via videoconference].

We are grateful for your cooperation and look forward to speaking with you soon. If you have any question regarding the study please contact FNS project officer, Eric Williams at eric.williams@usda.gov. If you need to reschedule this interview, please contact me at [email] or [phone number].

Sincerely,

[signature of Site Lead]

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 0.033 hours (2 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.