

Dear

I am a Federal Project Officer with the U.S. Department of Labor and am responsible for a major study of the Trade Adjustment Assistance (TAA) program. I am writing to ask for your help. **We need you to respond to a short phone interview with our contractor, Mathematica Policy Research (MPR)**, about your experiences in the TAA program and afterward. If you complete an interview, you will receive a **payment of \$...** as a thank you.

Please know that the only purpose of the interview is **research**. Your answers will be kept strictly **confidential** and will not in any way affect your receipt of services or benefits under our programs. The interview is for legitimate, federally-funded research, approved by the U.S. Office of Management and Budget (Control # 1205-0460). If you have any questions or concerns about the interview or this research, you can contact me personally at (202)693-3655.

MPR will be calling you in the next few weeks (or, if you wish, you can call MPR at 1-(888)633-8354 to complete an interview and receive your payment sooner). **Please help us by completing the interview**. The information you provide will allow us to understand what works well and what doesn't – and will help us to improve services for workers in the future. We especially need individuals like you to respond so that the results of our survey truly reflect the experiences of **all** U.S. workers.

Thank you very much for your time and consideration.

Sincerely yours,

Sande Schifferes
Federal Project Officer
U.S. Department of Labor
Employment and Training Administration

Privacy : You are not required to respond to this information collection; however your assistance will help the Department of Labor improve efforts to assist workers obtain training. Individual responses will not be attributed to specific individuals or organizations. Responses to this data collection will be used only for statistical purposes. The reports prepared from this survey will summarize findings across the sample and individual forms will not be available to anyone outside the study team, except as required by law.

Public Burden Statement: According to the Paperwork Reduction Act of 1995, you are not required to respond to the questionnaire unless this letter displays a currently valid OMB control number (1205-0460) and expiration date (XXXX). Responding to this questionnaire is voluntary. The time to respond to the questionnaire is estimated to average 30 minutes per response. Send comments regarding this burden estimate to the Office of Policy Development and Evaluation, U.S. Department of Labor, Room N5641, 200 Constitution Avenue, NW, Washington, D.C. 20210.