Appendix S
Data Collection Introductory Script

The U.S. Department of Health and Human Services and the U.S. Department of Labor have contracted with MDRC to evaluate innovative subsidized and transitional employment models targeting TANF recipients, noncustodial parents, former prisoners, and other low-income parents.   The goal is to better understand what kinds of employment programs are most effective at helping people with these kinds of disadvantages gain and hold regular employment. The [local program name] is one of these sites.

As part of our research, we are speaking with program staff members, program participants, employers, and referral partners to learn about their experiences with the program and how they are serving or interacting with program participants. We will be conducting interviews, focus groups, and observations, and we will be asking some of these people to complete short questionnaires about their experiences and perspectives. Ultimately, we will be publishing our findings in reports in [*insert years depending on project*].

The document we have attached here is a [*insert name of document*]. It should take about [*insert time*] to complete. All of your responses on this [*name of document*] will be kept private; the research staff has been trained in protecting private information and your name will not be attached to written reports we produce. Your responses to these questions are also completely voluntary; you are not required to answer any questions you do not wish to answer.

According to the Paperwork Reduction Act (PRA), an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Thanks in advance for your time helping us with this valuable research. If you have any questions or would like any more information about the project, please contact Dan Bloom, the project director, at 212-340-8611 or at dan.bloom@mdrc.org

Thanks again!