

APPENDIX G
RESPONDENT MAILINGS

ADVANCE LETTER

DOL Letterhead

[DATE]

Dear [FIRST NAME] [LAST NAME]:

The U.S. Department of Labor (DOL) is sponsoring a study to learn about the experiences of people who applied for and received unemployment compensation benefits in recent years. This study, designed to help DOL improve services for jobseekers, will survey unemployment insurance (UI) recipients from around the country.

Your participation is very important, even if you are no longer collecting benefits. **As a token of our appreciation, you will receive a check for \$40 for completing the survey online.** Because your name was scientifically selected from among UI recipients in [fill STATE], substituting another person for you is not possible.

To complete the online survey and receive \$40, please follow the instructions below.

Go to <https://www.xxxxxsurvey.xxx> and enter the following case-sensitive login information.

UserName: [XXXX]

Password: [XXX]

We encourage you to complete the survey, which is available in both English and Spanish, as soon as possible. All of the collected information will only be used for research purposes and will be kept private to the fullest extent provided by law.

Your participation is voluntary and it takes about 30 minutes to complete.

Thank you in advance for your participation. An information sheet about the study is enclosed. If you have any questions about the survey, please call Mathematica toll-free at xxx-xxx-xxxx and ask for the UCP Study or email at XXX@mathematica.org. Mathematica, an independent research company based in Princeton, New Jersey is conducting the study for DOL. You can learn more about Mathematica by visiting its website at www.mathematica-mpr.com.

Sincerely,

Federal Project Officer

INFORMATION SHEET
EVALUATION OF THE UNEMPLOYMENT COMPENSATION PROVISIONS OF THE AMERICAN
RECOVERY AND REINVESTMENT ACT OF 2009

WHO/WHICH AGENCY IS SPONSORING THE STUDY?

This study is being sponsored by the United States Department of Labor (DOL).

WHO IS CONDUCTING THE STUDY?

Mathematica Policy Research, an independent research company, is conducting the study on behalf of DOL. Mathematica has more than 40 years of policy research and program evaluation experience. You can learn more about Mathematica by visiting its website at www.mathematica-mpr.com.

WHAT IS THE PURPOSE OF THE STUDY?

The purpose of the study is to learn about the experiences of people who applied for and received unemployment compensation benefits in recent years.

WHO IS ELIGIBLE TO PARTICIPATE IN THE STUDY?

People who applied for and received unemployment compensation benefits in the last few years are eligible.

HOW DID YOU GET MY NAME?

Your name was scientifically selected from among people in your state who filed for unemployment insurance benefits in the past several years.

WILL THE INFORMATION FROM THE SURVEY BE KEPT PRIVATE?

All of the information we collect in the survey will be kept private and will be used for research purposes only. Your answers will be combined with the answers of other survey participants. Your name will never be used in any reports. Only members of the study team will have information about you.

HOW LONG WITH THE SURVEY TAKE?

The survey will take about 30 minutes to complete. You can complete it on the web or by telephone with a professional interviewer.

WILL I BE PAID?

Yes, we will mail you a check for \$40 for completing the survey on the web or by calling into Mathematica to complete, or \$30 if Mathematica calls you to complete by telephone. You will receive a check within two weeks of completion.

WHY ARE THERE DIFFERENT PAYMENT AMOUNTS?

Because it costs us more resources to contact participants and conduct the interview by telephone, we are able to offer a higher incentive to those persons who complete the survey on the web or call us directly to complete.

WHO GAVE YOU THE AUTHORITY TO CONDUCT THE STUDY?

This study is being sponsored by DOL and has been approved by the U.S. Office of Management and Budget (OMB) under OMB Control Number 1225-0089. Without this approval DOL would not be able to conduct this study.

WHO CAN I CONTACT FOR MORE INFORMATION?

For more information about the study or to schedule a time to complete the survey, you can call Mathematica toll-free at XXX-XXX-XXXX.