

**PART A - APPENDIX D**  
**DRAFT ADVANCE LETTER AND**  
**STUDY INFORMATION SHEET**



**DRAFT ADVANCE LETTER**  
*[to be printed on DOL Letterhead]*

Date

Dear FIRST NAME, LAST NAME:

The U.S. Department of Labor (DOL) is sponsoring a study to learn more about the health insurance needs and use among workers and their families after they become unemployed. Mathematica, an independent research company based in Princeton, New Jersey, is conducting this study on behalf of DOL. As part of this important study, Mathematica will survey individuals who received unemployment compensation benefits in 20 states across the country. This letter invites you to call in to see if you are eligible for the study.

To find out if you are eligible to participate in this study, you will need to answer a few short questions about your job with [fill EMPLOYER NAME] and the health insurance options that were available to you before that job ended in [fill MONTH, YEAR]. This screening survey will take about two minutes of your time. Not everyone will be selected to participate in the study. If you are selected, you will be asked to complete a telephone interview with one of Mathematica's interviewers. This interview will take about 45 minutes to complete. When you complete the full interview, Mathematica will mail you a check as a token of our appreciation. You can complete the screening interview and the full interview in either English or Spanish.

There are two ways to find out if you are eligible for the study. The easiest way is to call and complete the brief screening survey using your touchtone telephone. You can call 1-xxx-xxx-xxx toll free and answer the screening questions at your convenience—24 hours a day, seven days a week. Because this screening method saves resources, callers who choose this method will receive \$40 **if they are selected to participate in the full interview and complete it. You must call in by [fill FOUR WEEKS FROM DATE] to qualify for this incentive.**

The second way is to complete the screening survey with an interviewer at Mathematica. You can call Mathematica toll free at 1-xxx-xxx-xxxx and ask for Carla Smith. Or, an interviewer from Mathematica will contact you directly if they do not receive a call from you. If you choose this method, you will receive \$30 **if you are selected to participate in the full interview and complete it.**

Please help us by calling one of the numbers above to see if you are eligible. You will need the personal identification number (PIN) listed below when you call:

**PIN #: XXXXXXXX**

Your participation is voluntary, but we encourage you to call in to see if you are eligible and to complete the full survey if you are selected. Your experiences will help DOL learn more about how they can help workers who have become unemployed. Any information that we collect from you will be used for research purposes only and will be kept private and confidential to the fullest extent provided by law.

Thank you for taking the time to consider our request. 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 Carla Smith. You can learn more about Mathematica by visiting our website at [www.mathematica-mpr.com](http://www.mathematica-mpr.com). For more information about the study, please visit the DOL website at <http://www.dol.gov/>.

Sincerely,  
DOL OFFICIAL

Enclosure

## **INFORMATION SHEET STUDY ON HEALTH INSURANCE NEEDS AND USE**

### **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, 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 our website at [www.mathematica-mpr.com](http://www.mathematica-mpr.com).

### **WHAT IS THE PURPOSE OF THE STUDY?**

This study will look at how the health insurance status of individuals and their families change after they become unemployed.

### **WHO IS ELIGIBLE TO PARTICIPATE IN THE STUDY?**

Some people who became unemployed and filed for unemployment insurance benefits between February 17, 2009 and March 31, 2011.

### **HOW DID YOU GET MY NAME?**

Your name was scientifically selected from among persons in your state who filed for unemployment insurance compensation benefits between February 17, 2009 and March 31, 2011.

### **IS THE SURVEY CONFIDENTIAL?**

Yes. All of the information we collect in the survey will be kept confidential as provided in the Privacy Act of 1974 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 WILL THIS TAKE?**

The screening interview to see if you are eligible will take about two minutes to complete. If you are selected for the full survey, it will take about 45 minutes 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 under OMB control number 1291-0001. Without this approval DOL would not be able to conduct this survey.

### **WHO CAN I CONTACT FOR MORE INFORMATION?**

For more information about the study, you can visit the DOL website at <http://www.dol.gov/>. You can also call the study's project officer, Mr. Jonathan Simonetta of DOL at (202) 693-5085 or Mathematica's Project Director, Dr. Anu Rangarajan at 609-936-2765. For questions about the survey you can call Mathematica's Survey Director, Ms. Julita Milliner-Waddell at 609-275-2206.