

University of Wisconsin & OFE POP Study

Recruitment Guidance

Guidelines:

1. Only a City of New York staff person with approval may obtain consent from clients about research.
2. Consent should only occur after the study is explained using the script below.
3. The University of Wisconsin (UW) consent form must be used. It must be signed and dated. A copy must be given to the client to take home.
4. Allow plenty of time for questions. Offer the use of a private office phone to call the IRB or UW phone numbers on the form.
5. Make sure all clients know they can proceed without signing the form.

Script:

“Your participation in the Parks Opportunity Program offers you the opportunity to be part of a research study. The U.S. Department of the Treasury has asked the City of New York and the University of Wisconsin to evaluate how this program affects people. You can decide to take part in the study or not and it will have no effect on what kinds of help you get today or in the future.

“If you decide to take part you need to review this form [show consent form] and let me know if you have any questions. Being in the study means you agree to share information about the services you receive and your financial status. However, we will keep your information private and we will not use your name in the study.

“We will ask you to fill out a survey today. In about five months, you will be given another survey here at POP or in the mail. Most participants will complete the surveys in 20 minutes or less.

“You will receive a \$25 gift card if you agree to participate and an additional \$25 gift card if you have a NYC checking account or open one now. You can decide not to be part of the study anytime and it will have no effect on the services you receive from the City.”