

**Appendix C**  
**Follow-up Recruitment Email**

*Note: This email will be sent to all CCDF administrators who do not respond to our initial recruitment email after a week.*

Subject: Let ACF know how your state is using data

Dear [Insert Child Care Administrator Name]:

I'm following-up on the email I sent on [INSERT DATE] about participating in a phone interview about how your state is using data.

The Administration for Children and Families' (ACF) Office of Planning, Research and Evaluation (OPRE) has asked Child Trends to interview CCDF administrators in all the states and territories to learn about how states use administrative data. We also want to learn more about any challenges you might face and suggestions about what might be helpful in supporting your use of administrative data.

**We would like to schedule a short phone call (30-45 minutes max) to talk with you about your use of administrative data. Would you please send us an email to let us know if you are interested in participating and to offer a few possible times to talk?** We will plan to call your office in a few days if we do not hear from you.

The information from these interviews will be used internally by Child Trends and OPRE staff to inform the development of resources and supports to help states use early childhood administrative data. No public report will be developed, the findings will not be discussed publicly, and no individual state information will be shared with ACF/OPRE.

If you have any questions, please contact Kelly Maxwell at [kmaxwell@childtrends.org](mailto:kmaxwell@childtrends.org) or 919-918-7500.

Thank you very much for your time and consideration. We know you have limited time, so we will do everything possible to make this convenient. We would really appreciate your participation and know your perspective will provide important information to inform ACF's work.

Looking forward to hearing from you,

[INSERT CONTACT INFORMATION FOR SENDER]

According to the Paperwork Reduction Act of 1995, 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. The OMB control number for this collection is 0970-0356 and it expires 01/31/2015. Public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for reviewing and replying to recruitment requests and participating in an interview.