

**Appendix E**  
**Interview Scheduling Email**

*Note: This email will be used as a response to CCDF administrators who express interest in participating in the study to schedule a time to talk.*

Dear [Insert Child Care Administrator Name]:

Thank you for agreeing to speak with us about your experiences using administrative data to inform program and policy decisions. Here are some suggested dates and times for our call.

[DATE AND TIME]

[DATE AND TIME]

[DATE AND TIME]

Please let us know if these dates and times work for you. If you are unavailable at these times, we are more than happy to accommodate to your schedule—just send us a few possible alternative dates/times that you are available.

**At the time of the interview, you can call 1-866-403-9132, with the passcode #17003.** In addition, we have attached the questions for the interview for your convenience. We understand that often times there are multiple efforts to use data within your agency and other agencies, so we hope that providing you with the questions now will allow you enough time to gather any information you may need for the interview.

Thank you very much!  
Sincerely,

[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.