

**Appendix F
Reminder Email**

Note: This email will be sent to CCDF administrators who have scheduled a time to talk with our research team to remind them of their interview date and time.

Subject: Reminder of call on [INSERT DATE AND TIME]

Dear [Insert Child Care Administrator Name],

This is a reminder that we are scheduled to speak on the phone about your state's experiences using administrative data on [INSERT DATE] at [INSERT TIME]. The call-in information is provided below:

Call: [INSERT DATE] at [INSERT TIME]
Conference call-in number: 1-866-403-9132
Passcode: 17003#

Please let me know if you have any questions. We're looking forward to talking with you.

Thanks,

[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.