

**Appendix H  
Potential Refusal Response**

*Note: This email will be sent to the CCDF administrator if s/he has responded to the earlier email indicating that s/he cannot participate.*

Dear [Insert CCDF Administrator Name],

Thank you for your response. We understand how busy you are and how difficult it can be to find time to participate in an interview. We are hoping to gather information from all 56 states and territories in order to provide the Administration for Children and Families' (ACF) Office of Planning, Research and Evaluation (OPRE) comprehensive information about how states use or want to use their administrative data.

Is there someone else in your agency who could talk with us about using administrative data? If so, would you please provide the person's name and contact information so that we can reach out to him or her?

Thank you for your time!

Best,  
[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.