

# ADVANCE LETTER

## DOL LETTERHEAD

[DATE]

Dear [FIRST NAME] [LAST NAME]:

The U.S. Department of Labor (DOL) is sponsoring a special study to learn more about the experiences of people who recently applied for unemployment insurance (UI) benefits. The study, called the *Longitudinal Study of Unemployment Insurance Recipients (LS-UI)*, is being conducted by Mathematica Policy Research, an independent research company, on behalf of DOL. As part of this important study, Mathematica will survey people who applied for UI benefits in your state. **You can receive up to \$90 for participating in this study.**

### ***How Was I Selected?***

You have been scientifically selected from among people who recently filed for UI benefits to represent UI recipients in your state. You cannot be substituted with someone else. We need to interview you even if you did not receive or are no longer receiving UI benefits. Regardless of whether you are currently working, retired, or unemployed, we need you to participate in the survey.

### ***How Can I Receive Up to \$90 for Participating In This Study?***

As part of the study, you will be asked to complete three interviews over the next year. In addition to the \$5 included with this letter, you will receive an additional \$25 when you complete the first interview (\$30 total). You will also receive \$30 for completing the second interview and \$30 for completing the third interview. You must complete each interview by web or by calling Mathematica to receive this maximum payment. You can complete the interviews in either English or Spanish.

### ***How Do I Complete the Survey By Web or Phone?***

- Log on to <https://www.xxxxxsurvey.xxx> and enter the following case-sensitive login information. The website is available 24 hours a day, seven days per week.

Username: [XXXX]

Password: [XXX]

- Call Mathematica toll free at **1-800-XXX-XXXX** to complete your survey with an interviewer. *The interview can be scheduled for any time that is most convenient for you -- 7 days a week during daytime and extended evening hours.*

### ***Why Should I Participate?***

The study will help DOL to better understand how workers adjust to changes in income during and after receiving UI benefits, and learn about the level of satisfaction with UI program services. This information will help policymakers to assess how well the UI program is serving the nation's workers and refine it to better meet their needs. Your participation is voluntary, but we encourage you to complete the survey as soon as possible. The survey will take about 25 minutes to complete. Any information that we collect from you will be used for research purposes only and will be kept private to the extent permitted by law.

Thank you in advance for your participation. Additional information about the study is enclosed. If you have any questions about the survey, please call Mathematica toll-free at xxx-xxx-xxxx or email at XXX@mathematica-mpr.com.

Sincerely,

Federal Project Officer

**ADDITIONAL INFORMATION ABOUT THE  
LONGITUDINAL STUDY OF UNEMPLOYMENT INSURANCE RECIPIENTS (LS-UI)**

**WHO OR WHICH AGENCY IS SPONSORING THE STUDY?**

This study is being sponsored by the U.S. Department of Labor and has been approved by the U.S. Office of Management and Budget under OMB Control Number xxxx-xxxx. Without this approval we would not be able to conduct this survey.

**WHO IS CONDUCTING THE STUDY?**

Mathematica, an independent research company is conducting the study on behalf of the U.S. Department of Labor. Mathematica has more than 40 years of policy research and program evaluation experience. You can learn more about Mathematica by visiting our website at [www.mathematica-mpr.com](http://www.mathematica-mpr.com).

**WHAT IS THE PURPOSE OF THE STUDY?**

The purpose of this study is to learn about the adjustments that people make after they become unemployed or have their work hours reduced and file for unemployment insurance benefits. This information will help policymakers to assess how well the UI program is serving the nation's workers and refine it to better meet their needs.

**WHO IS ELIGIBLE TO PARTICIPATE IN THE STUDY?**

The U.S. Department of Labor is interested in hearing from people in your state who recently filed for unemployment insurance benefits. You were scientifically selected to participate in the study from among persons who filed for benefits around the same time and from the same geographic area as you.

**I DON'T COLLECT UNEMPLOYMENT BENEFITS ANY MORE/I COLLECTED THEM FOR A VERY SHORT TIME.**

We want to interview people who filed for unemployment insurance benefits in your state in the past year. Even if you no longer receive or never collected unemployment benefits, your experience and input is very important to the study. Hearing from people with different experiences helps us learn more about people who file for unemployment insurance benefits.

**HOW DID YOU GET MY NAME?**

Your name was scientifically selected from among persons in your state who filed for unemployment insurance benefits within the past year.

**WILL MY ANSWERS BE KEPT PRIVATE?**

Yes. All of the information we collect in the survey will be kept private to the extent permitted by federal law and will be used for research purposes only. Your answers will be combined with those of others and your name will never be used in reporting the results of the study. Your answers to questions will not affect your eligibility for any public program.

**HOW LONG WILL THIS TAKE?**

The length of the interview is different for different people, but it usually takes about 25 minutes.

**WHY DO YOU WANT TO INTERVIEW ME THREE TIMES?**

The Department of Labor is interested in capturing how the experiences of unemployed workers and workers who have their work hours reduced change over time. By interviewing you three times, we will be able to learn more about the adjustments that unemployment insurance recipients make. You will be paid for each interview you complete.

**WHO CAN I CONTACT FOR MORE INFORMATION?**

For more information about the study, you can visit the U.S. Department of Labor (DOL) website at <http://www.dol.gov/asp/evaluation/ongoing>. For questions about the survey you can call Mathematica's Survey Director, Julita Milliner-Waddell at 609-275-2206.