

**ATTACHMENT E**  
**FOCUS GROUP INVITATION LETTERS**

## YOUTH FOCUS GROUP INVITATION LETTER

DATE

### **An Invitation to Youth in [PROMISE/ASPIRE]:**

Thank you for enrolling in the [PROMISE/ASPIRE] program! The goal of [PROMISE/ASPIRE] is to help teens reach your goals for life after high school – including graduation and work experience.

Staff from Mathematica Policy Research will be coming to your area in [FILL MONTH] to learn more about how [PROMISE/ASPIRE] is working. We'll be talking to program staff, parents/guardians of teens, and with teens themselves.

### **Your Input Matters. Make Your Voice Heard!**

We're looking for a group of 8-10 teens in this area to come together and talk with us as a group. We'll ask for your thoughts about how the [PROMISE/ASPIRE] program has impacted your family. We'll meet at {FILL SITE}'s office in [FILL CITY NAME OF OFFICE] from [time] to [time].

For taking part in this discussion you'll receive:

- A \$10 gift card to thank you for your time.
- The satisfaction of knowing your voice was heard. The knowledge that you helped others know how this program has impacted you and your family and what can be improved.

Everything you share will be kept private. Your feedback will be combined together with everyone else who takes part when we create our reports. The results will be shared with researchers and policy makers who want to know more about these programs. As someone who is receiving these services, your feedback is unique and important. Interested?

**Interested?**

**Please call us, toll-free, at 8xx-xxx-xxxx  
by [FILL DATE WITHIN 1.5 WEEKS] to reserve your spot.**

**MATHEMATICA**  
**Policy Research**

## PARENT /GUARDIAN FOCUS GROUP INVITATION LETTER

DATE

Dear Parent / Guardian:

**Thank you for enrolling your child in [PROMISE/ASPIRE].**

This project will help provide services to young adults with disabilities and their families. The goal? To help the youth who are now receiving SSI benefits reach their goals for life after high school. This includes supports to help them graduate from high school and gain work experience and job skills.

Staff from a research firm called Mathematica Policy Research will be coming to your area in [FILL MONTH] to learn more about how the [PROMISE/ASPIRE] project is being carried out.

**As a parent or guardian of a young adult being served by this program, we'd like to hear from you!**

The input of parents and guardians is really important. It will help [state] learn what [PROMISE/ASPIRE] does well and what it can do better. There will be a meeting with a small group of about 8-10 other parents and guardians. At the meeting, we'll ask for your thoughts about how the [PROMISE/ASPIRE] project has impacted your family. The meeting will be held at {FILL SITE}'s office in [FILL CITY NAME OF OFFICE] from [time] to [time].

**For taking part in this discussion you'll receive:**

- A \$10 gift card to thank you for your time.
- The satisfaction of providing direct feedback on how this project has impacted your family!

This feedback will be kept private. What is shared will be combined together with the input from everyone else who takes part. Through our reports, we'll share what we learn with researchers and policy makers nationwide.

**Interested?**

**Please call us, toll-free, at 8xx-xxx-xxxx  
by [FILL DATE WITHIN 1.5 WEEKS] to reserve your spot.**

**MATHEMATICA**  
**Policy Research**