

**Supporting Statement  
For the Paperwork Reduction  
Act of 1995: Approval for the  
Baseline Data Collection,  
Implementation Study Site  
Visits, and Staff Surveys for the  
Job Search Assistance (JSA)  
Strategies Evaluation**

**Attachment I: Survey Reminder  
Email Text**

OMB No. 0970-0440

August 11, 2014

*Submitted by:*  
*Office of Planning,*  
*Research & Evaluation*  
Administration for Children & Families  
U.S. Department of Health  
and Human Services

Federal Project Officer  
Erica Zielewski

Subject: Reminder: Important U.S. Department of Health and Human Services Study

Dear [Full Name],

About two weeks ago, we sent you an email asking you to complete a survey for the U.S. Department of Health and Human Services. As described in the email, we are asking [program staff or program supervisors] like you to complete a brief survey to help us better understand the types of services provided as part of [name of TANF program]. The Job Search Assistance (JSA) Strategies Evaluation will assess a range of JSA approaches in multiple sites. This survey is a critical component of the study. With your help, we will better understand the job search services provided to TANF recipients and, as part of the broader evaluation, which services are most effective.

Please click the link below to complete the survey. If you prefer, you may copy and paste the link into your web browser. Please copy and paste the entire address link so the survey will display with the appropriate references to [name of TANF program].

[Invite Link]

Please complete the survey by [DATE].

If you need technical support or have any questions about your participation in the survey, please contact us at [JSA\\_Study@abtassoc.com](mailto:JSA_Study@abtassoc.com) or call Bethany Boland at 301-347-5818 (Monday – Friday, 9:00 am – 5:00 pm ET).

Thank you in advance for completing this survey and providing important information for the evaluation.

Sincerely,

Karin Martinson  
Project Director  
JSA Research Team

This link is uniquely tied to this survey and your email address. Please do not forward this message.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this collection is 0970-0440; this number is valid through XX/XX/XXXX. This collection of information is voluntary.