Supporting Statement for OMB Clearance Request

Appendix I: E-mail Reminder

Pathways for Advancing Careers and Education (PACE) – Follow-up Data Collection

OMB No. 0970-0397

November 2014

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

Appendix I: E-mail Reminder Text

Dear [NAME],

Over the past few weeks, we've been trying to reach you by telephone to request your participation in a survey as part of the Pathways for Advancing Careers and Education (or PACE) study (also known as the Innovative Strategies for Increasing Self-Sufficiency study). Your input is very important, and we'd like to schedule an appointment to talk. We realize your time is valuable, so as a token of our appreciation, you will receive a check for $40. The interview should last about 60 minutes.

The ISIS study is funded by the Administration for Children and Families in the U.S. Department of Health and Human Services. When you applied to [PROGRAM NAME], you agreed to take part in the ISIS study.

I would like to schedule an appointment to complete the interview at a time that is convenient for you. Please respond to this email or call me at [YOUR CELL PHONE]. Use this ID number to locate your record: [ABTSRBIID]. I would also be happy to answer any questions you may have about the survey.

Thank you in advance for your time and assistance with this project.

Sincerely,
[Interviewer Name]