

**ATTACHMENT B.1**

**PROGRAM RECRUITMENT ADVANCE LETTER**

Jerry West  
Project Director, FACES Pilot Study

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Dear **[PROGRAM DIRECTOR]**:

As you may recall, your program participated in the **Family and Child Experiences Survey (FACES)** study, **[INSERT COHORT]** cohort, conducted by Mathematica Policy Research for the Administration for Children and Families, U.S. Department of Health and Human Services.

We are now looking for Head Start programs to participate in a study that will help improve future rounds of FACES—the FACES Pilot Study. This study is designed to identify optimal approaches to assessing dual-language learners and surveying the parents of these children. As part of the study, we are pilot testing a battery of child vocabulary and language assessments to identify a measure that is reliable and valid for assessing dual-language learners and that reduces the burden on them. The study activities will take place during **[FILL SPRING MONTHS]** of the 2013–2014 program year.

Participating children will take part in a one-on-one assessment conducted by a member of the Mathematica study team. The assessments will take approximately one hour and will be conducted in person at the child's Head Start center. Parents of participating children will also be invited to complete a 10- to 15-minute survey about their child's development. A subset of parents who complete this survey will be invited to participate in a 30-minute follow-up phone call about their experience taking the survey.

**As a token of our appreciation, Mathematica will provide a \$200 gift card to programs that assist us in recruiting children and families.** Parents will receive a \$15 gift card for completing the survey and a \$20 gift card for participating in the follow-up phone call.

Please see the enclosed parent consent form for more information about this important study. If you would like to take part in this effort or if you have any questions, please contact Sara Skidmore, Survey Specialist, at (202) 484-5273 or [sskidmore@mathematica-mpr.com](mailto:sskidmore@mathematica-mpr.com). One of our study team members will also contact you in a few days to discuss your potential participation and to answer any questions you may have.

We greatly appreciate your time and contributions to Head Start research, and we look forward to speaking with you soon.

Sincerely,