

**ATTACHMENT B.4**  
**SYWC CATI ADVANCE LETTER**

**Jerry West**  
FACES Project Director

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[PARENT NAME]  
[PARENT ADDRESS]

Dear [PARENT]:

As you know, your child is taking part in the Head Start Family and Child Experiences Survey (FACES) Pilot Study. This study is being funded by the Administration for Children and Families, U.S. Department of Health and Human Services. Mathematica Policy Research, an independent research company, is conducting the study to help Head Start improve its services to children and families with young children, like yours.

I am writing to let you know that a member of our staff will contact you soon to interview you about your child. The interview will take about 10 minutes. We will interview you by telephone at a time that best suits your schedule. We will conduct the interview in your language. **To thank you for your time, we will send you a \$15 gift card after the interview.**

The information you share in the interview will be kept private. Your data will be merged with other people's data and shown only in combined form, and will not be reported in any way that identifies you, your child, or your child's Head Start program.

Taking part in the FACES Pilot Study is up to you; the study is voluntary. There is no penalty if you decide to withdraw. We know of no risks from taking part in the study, except for the possible discomfort of answering sensitive questions. You may choose not to answer any of those questions. Nothing you say or do will affect the Head Start services you and your child receive. No one from Head Start will see or hear your answers.

If you have questions about the study, please call First Last at 1-800-xxx-xxxx. This call is free.

**Thanks again for taking part in the FACES Pilot Study!**

Sincerely,

Jerry West, Ph.D.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 0970-0355. This information collection is voluntary. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: Mathematica Policy Research, 1100 1st Street, NE, 12th Floor, Washington, DC 20002, Attention: Jerry West.