



Fall 2015

Dear [PARENT/GUARDIAN],

[GRANTEE AGENCY] is running a new project called the [DEMONSTRATION PROJECT]. The U.S. Department of Agriculture (USDA) funds [DEMONSTRATION PROJECT] and others like it. USDA wants to learn about how these projects help families provide food for their children. Mathematica Policy Research is studying the projects for USDA. We are encouraging your household to be in the study.

If you agree to be in the study, we will ask you to complete [two/three] 30 to 35-minute phone surveys. The surveys are about your household's experiences related to food. [One survey will be this year and one will be a year from now./One survey will be this year, one will be a year from now, and one will be a year and a half from now.] We will send you a letter that explains how to do the survey when the study starts. We will send you \$30 as a thank you for completing the survey. We will also collect data about you from [DEMONSTRATION PROJECT]. The data will include information such as the benefits you may receive. We will use the data to describe the effect that [DEMONSTRATION PROJECT] and others like it have on households with children. We will not share information that identifies you or your household outside our study team.

Mathematica takes your privacy very seriously. One risk of being in the study is that information about you might not stay private. We have taken steps to prevent this. We have strict rules to keep your data safe. We will remove names from any information we collect. No one from [GRANTEE AGENCY] will be allowed to see any of your answers from the phone survey.

Your participation is voluntary. There are no direct benefits for participating. You can decline to answer questions in the survey if you do not want to answer them. You can also stop being in the study at any time. If you do not want to be in the study, it will not affect any services your household receives from [GRANTEE AGENCY]. You can call [STUDY PHONE #] toll-free to stop being in the study.

**If you want to be in the study, you do not need to do anything.** If you **do not want** to be in the study, please call toll-free at [STUDY PHONE #] or email us at [STUDY EMAIL ADDRESS] within the next week. We will need to know your first and last name, address, and phone number so that we can remove you from our contact list.

Please contact our team if you have questions about the study at the number or email above. If you have questions about your rights as a study volunteer, you can call [IRB NAME] at [IRB PHONE #].

Sincerely,

Sarah Forrestal  
EDECH Survey Director

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*