

**Supporting  
Statement for OMB  
Clearance Request**

**Appendix I: Survey  
Advance Letter**

**National Implementation  
Evaluation of the Health  
Profession Opportunity  
Grants (HPOG) to Serve  
TANF Recipients and  
Other Low-Income  
Individuals and HPOG  
Impact Study**

0970-0394

November 2014

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

Federal Project Officers:  
**Hilary Forster and Mary Mueggenborg**

**Appendix I: Survey Advance Letter**

OMB Control No. 0970-0394  
OMB approval expires XX/XX/20XX  
Abt Associates IRB Approval No. 0572  
Urban Institute IRB Approval No. 08592-100/110-00

[Address]

January 24, 2021

Dear <First Name> <Last Name>,

Thank you for agreeing to participate in the Health Profession Opportunity Grants (HPOG) Evaluation. When you applied to participate in <HPOG NAME> you agreed to be part of a research study. The study is being funded by the U.S. Department of Health and Human Services (HHS) and is conducted by an evaluation team led by Abt Associates and including Abt SRBI.

When you applied to be part of the program in [RA MONTHYEAR], you responded to some intake questions. You also signed a participation agreement that explained that researchers will want to conduct one or more future surveys with you. These surveys will help Abt Associates and HHS see how programs like <HPOG NAME> are working.

We are writing to let you know that we are getting ready to start the next follow-up survey. This survey is scheduled to take place during [TIME PERIOD]. As part of this survey, an interviewer from Abt SRBI, the survey group within Abt Associates, will contact you to explain the survey and select a time that is best for you to complete the interview.

You can choose whether or not to participate in this survey. Any assistance that you currently receive, or may be eligible to receive in the future, will not be affected, even if you decide not to participate. However, in order to learn more about <HPOG NAME> and related programs in the community, it is important that we talk to as many people as possible. If you choose to participate, any information you provide to us will be kept private to the extent allowed by law. Only the researchers involved in this study will see your responses.

The interview will last about 40 minutes, and you will receive a \$30 check as a token of our appreciation.

If you have any questions or would like to schedule your interview, please call 1-866-551-1980.

Sincerely,

Project Director of the HPOG Impact Study