INSTRUMENT 8

PARTNER NETWORK SURVEY EMAIL 2 – AJC ENDORSEMENT

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Dear <AJC partner contact>:

The <name of local AJC> is currently participating in the Institutional Analysis of American Job Centers (AJCs), a national study sponsored by the U.S. Department of Labor that seeks to understand the structure and operations of AJCs across the country.

Mathematica Policy Research, the research firm conducting this study, recently visited our facility to interview key AJC administrators. During the visit, we identified <partner organization name> as one of the primary service delivery partners in our network.

You should have recently received an email from Mathematica, requesting your participation in a brief survey about your organization's interactions with other AJC partners. The email had a questionnaire attached for your completion and return.

I am following up to strongly encourage you to participate in this survey if you have not done so already. The questionnaire should take no more than 10 minutes to complete.

Insights gained from this study of AJCs will provide information that policymakers and administrators can use to accurately describe the full range of institutional features that shape AJCs' day-to-day operations and customer experiences, and a deeper understanding of how AJC networks operate.**Your organization's participation is critical to the success of the study.**

If you need assistance with completing the survey, please call 1-xxx-xxx-xxxx.

If you have any additional questions about the Institutional Analysis of AJCs, please contact the study team at <study team email>, or the study's project officer, Erika Liliedahl, Chief Evaluation Office, Department of Labor at (202) 693-5992 or Liliedahl.Erika@dol.gov.   The OMB control number for this project is <OMB control number>; expiration date <date>.

Thank you for joining us in participating in this important study!

Sincerely,

<AJC representative signature>

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