

ATTACHMENT G: PRE-NOTIFICATION LETTERS AND CONTACT CARD

January 24, 2021

«first_name» «last_name»
«address1» «address2»
«city», «state» «zipcode»
«phonehome» «cellphone» «workphone»
«email»

Dear «first_name»,

We recently sent you a letter requesting your updated contact information for the Young Parents Demonstration Study, or YPD study. The time for your survey is approaching! If you have returned the address card we sent with your updated contact information, thank you. If not, we will reach out to you using the information we have on file.

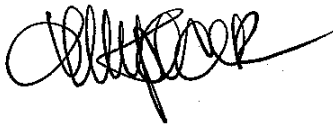
As a reminder, last year, when you started working with «grantee_insert1», you agreed to participate in the YPD study. The study is funded by the U.S. Department of Labor to learn how different services work for young parents. Abt Associates and Abt SRBI, private research firms, are conducting the study.

We would like to talk with you about your experiences since you started the «grantee_insert2». Any information you provide to us for the study is kept private to the extent allowed by law. In the next week or so, an interviewer will call you to conduct a 20 minute survey on the phone. Your answers will never be shared with «grantee_insert3», and your personal information will never be published in a report. Your participation is completely voluntary. You can choose not to answer any question for any reason. As a reminder you will receive a **\$25 gift card** when you complete the survey.

If you have any questions about the study or if you'd like to complete the survey now please call us toll free at **1-888-812-9285** and give the reference number «srbi_key».

Thank you in advance for your help with our study.

Sincerely yours,



Julie Pacer
Senior Project Director

January 24, 2021

«first_name» «last_name»
«address1» «address2»
«city», «state» «zipcode»
«phonehome» «cellphone» «workphone»
«email»

Dear «first_name»,

Last year, when you started working with «grantee_insert1», you agreed to participate in the Young Parents Demonstration, or YPD study. The study is funded by the U.S. Department of Labor to learn how

different services work for young parents. Abt Associates and Abt SRBI, private research firms, are conducting the study.

We would like to talk with you about your experiences since you started the «grantee_insert2». Any information you provide to us for the study is kept private to the extent allowed by law. In the coming months, an interviewer will call you to conduct a 20 minute survey on the phone. Your answers will never be shared with «grantee_insert3», and your personal information will never be published in a report. Your participation is completely voluntary. You can choose not to answer any question for any reason. Please accept the enclosed \$2 in consideration of your time to review, update, and return the enclosed contact information card. As a reminder you will receive a **\$25 gift card** when you complete the survey.

To help make sure that we can reach you for the survey, we want to make sure that we have your most up-to-date contact information. Listed at the top of this letter are the address, phone number(s), and email address we have for you in our records.

If there is a better address, phone number, or email address where you can be reached, please:

- Complete the enclosed contact information card with your new information.
- Indicate whether you permit us to send you reminder text messages about the study.
- Return the card to us in the postage-paid envelope enclosed.

If the address, phone number(s), and email address are up-to-date, please:

- Check the box on the enclosed contact information card that says "Check if no changes to present information."
- Indicate whether you permit us to send you reminder text messages about the study.
- Return the card to us in the postage-paid envelope enclosed.

Either way, please return the contact information card to us in the postage-paid envelope enclosed. If you have any questions about the study or if you'd like to update your contact information by phone, please call us toll free at **1-888-812-9285** and give the reference number «**srbi_key**». We can be reached by email at YPD@srbi.com.

Thank you in advance for your help with our study.

Sincerely yours,



Julie Pacer
Senior Project Director



On the *left* side of this form, you will find the last contact information you provided us. Please update any new information on the *right* side. If there have not been any changes, please check the box below and return this form in the enclosed postage-paid envelope. Thank you.

Check if no changes to present information

May we send you text messages? YES NO

<u>PRESENT INFORMATION</u>	<u>UPDATE INFORMATION</u>
Name: [FULL NAME] Street: [ADDRESS] Apt#: [APT] City: [CITY] State: [STATE] Zip: [ZIP] PHONE # (landline): [PHONE] PHONE # (cell): [CELL PHONE] Ref. #: [REFERENCE]	If no changes simply check the box above Name: _____ Street: _____ Apt#: _____ City: _____ State: _____ Zip: _____ PHONE # (landline): _____ PHONE # (cell): _____ Best Time to Reach You: (Circle Option) Day Afternoon Evening