

**Supporting Statement
for OMB Clearance
Request**

**Appendix G: Survey
Advance Letter**

**Pathways for Advancing
Careers and Education
(PACE) – Follow-up Data
Collection**

OMB No. 0970-0397

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

Appendix G: Advance Letter

Dear <First Name> <Last Name>,

Thank you for agreeing to participate in the study of career pathways programs known as Pathways for Advancing Careers and Education (PACE).¹ When you applied to participate in <PROGRAM NAME> in <CITY> you agreed to be part of a research study. The study is being funded by the U.S. Department of Health and Human Services 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 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 to see how programs like <PROGRAM NAME> are working.

We are writing to let you know that we are getting ready to start the first follow-up survey. This survey is scheduled to take place during the [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. We have included a small token of our appreciation as a way of saying thanks for your help.

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 <PROGRAM 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 60 minutes, and you will receive a \$40 check to thank you for your time.

If you have any questions or would like to schedule your interview, please call [Abt SRBI toll-free #].

Sincerely,

Abt SRBI Survey Director

Paperwork Reduction Act (PRA) Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 0970-0397 and it expires xx/xx/xxxx. If you have comments regarding this collection of information, including suggestions for reducing this burden, please send them to [Contact Name]; [Contact Address]; Attn: OMB-PRA (0970-0397).

¹ At the time of study enrollment, the study was called Innovative Strategies for Increasing Self-Sufficiency.