

ATTACHMENT E
GOALS INTRODUCTORY EMAIL

DRAFT

Dear [NAME]:

Mathematica Policy Research is conducting the Goal-Oriented Adult Learning in Self-Sufficiency (GOALS) Study on behalf of the Administration for Children and Families (ACF) within the U.S. Department of Health and Human Services. This study will document how programs using a goal-oriented framework help low-income families improve employment and family strengthening outcomes.

Our understanding is that your program, [NAME OF THE PROGRAM], has an explicit focus on helping low-income individuals or families set and achieve their goals. As part of this study, we would like to talk with you about your program. We are interested in topics such as how the program was designed, the types of services provided, and your overall experience and lessons learned with administering the program. We will conduct this interview by phone. It should take no longer than an hour.

Your participation in this study is important and will help us understand more about the services provided to low-income families using a goal-oriented focus. Please let me know a few dates and times over the next couple of weeks that work best for you to participate in the call.

If you have any questions or concerns, please contact me at [EMAIL] or [PHONE]. We look forward to learning more about your program!

Sincerely,

NAME

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