

ATTACHMENT F

STAKEHOLDER INTERVIEW SUPPLEMENTAL MATERIALS

**Advance Email for Stakeholder Interviews**

**Format: Email**

**Subject: Invitation to Participate in a Phone Interview about the National Center on Early Head Start Child Care Partnerships**

Dear [FIRST NAME] [LAST NAME]

As you may recall, in the spring of [2016/2018] you completed a survey about your experiences with the National Center on Early Head Start Child Care Partnership (NCEHS-CCP). As you may know, Mathematica Policy Research conducted the survey as part of the NCEHS-CCP Evaluation commissioned by the NCEHS-CCP at ZERO TO THREE and funded by the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services.

To follow up on the survey, we would like to contact you for a one hour phone interview about your experiences with the supports you have received from NCEHS-CCP. Participation is voluntary; however, your input will provide important information about NCEHS-CCP.

The interview will explore in more detail the T/TA support you have received from NCEHS-CCP, how that support has informed your work with EHS-CCP grantees, the quality of the support, successes and challenges, and suggestions for improvement. Your insight would be a valuable addition to the evaluation.

Within the next few weeks a member of our staff will contact you to coordinate a date and time to perform the interview at a time that is most convenient for you.

If you have any questions about your participation, please contact [NAME] at Mathematica Policy Research at [TELEPHONE] or [EMAIL]. Your time and contributions to this important study are greatly appreciated, and we look forward to speaking with you.

Sincerely,  
[NAME]

The Paperwork Reduction Act Burden Statement: This collection of information is voluntary and will be used to learn about the type and quality of supports offered by the National Center on Early Head Start-Child Care Partnerships. 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to [Contact Name]; [Contact Address]; Attn: OMB-PRA (0970-[XXXX]).

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**MATHEMATICA**  
Policy Research

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**Thank You Email for Stakeholder Interviews**

**Format: Email**

**Subject: Thank You for Participating in a Phone Interview about the National Center on Early Head Start Child Care Partnerships**

Dear [FIRST NAME] [LAST NAME],

On behalf of our study team and the Administration for Children and Families, we want to thank you for taking the time to speak to us about the National Center on Early Head Start Child Care Partnerships (NCEHS-CCP). Your responses, for both the previous survey and the interview, will play a key role in improving the training and technical assistance supports offered by NCEHS-CCP.

If you have questions or concerns, please contact the study team at [EMAIL] or [TELEPHONE].

***On behalf of our study team and ACF, thank you for your participation!***

Sincerely,  
[NAME]

**MATHEMATICA**  
**Policy Research**

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