

Robin Dion
Study Director

P.O. Box 2393
Princeton, NJ 08543-2393
Telephone (609) 799-3535
Fax (609) 799-0005
www.mathematica-mpr.com

[DATE]

[NAME]
[TITLE]
[ADDRESS]

Dear [NAME],

Thank you for agreeing to participate in a focus group about the [HM/RF PROGRAM NAME]. This focus group will be on [DATE] from [TIME] to [TIME] at [LOCATION] located at [ADDRESS].

As we discussed, Mathematica Policy Research is conducting this study with funding from the U.S. Department of Health and Human Services, Administration for Children and Families (ACF). About 8-10 other program participants will participate in this focus group. The focus group will last about 1 1/2 hours. We are interested in learning about how you became involved in the program, what program activities you have participated in, what you find helpful about this program, and what you think should be improved. Your input will help us develop recommendations on how the program can be improved for future participants.

You will receive a \$25 gift card at the end of the session as a token of our appreciation. Please plan to arrive about 15 minutes early.

Please let us know immediately (by calling Debra Strong at [TOLL-FREE NUMBER]) if you are no longer able to join us so that we may find a replacement.

We would like to thank you in advance for your important contribution to this research. We look forward to speaking with you.

Sincerely,

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 number is 0970-XXXX and the expiration date is XX/XX/XXXX

LETTER TO:

FROM:

DATE:

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Hello. My name is _____, and I'm calling from Mathematica Policy Research. May I speak with [NAME OF RECRUITED RESPONDENT]?

(To recruited respondent)

Hello, I am calling to remind you about our focus group for the [HM/RF PROGRAM]. The purpose of the study is to learn about your ideas, experiences, and opinions about the program. You are invited to attend the group that will take place at **[TIME] on [DATE]**. It will be held at **[LOCATION]**. The group will last approximately 1 1/2 hours. You will receive a \$25 gift card at the end of the session as a token of our appreciation. So that we can start and end on time, please plan to arrive about 15 minutes early.

We are counting on your participation, so please be sure to call Debra Strong at our office as soon as possible if you find you can't attend so we can find a replacement. Her toll-free number is **[TOLL-FREE NUMBER]**. Thank you for agreeing to participate!