

## Recruitment/Consent E-mail For Sampled Participants

Dear XXX:

The Council of State Governments, National Conference of State Legislatures and Women in Government, in collaboration with the U.S. Department of Labor's Office of Disability Employment Policy (ODEP), invite you to participate in a brief survey on disability employment policy and the State Exchange on Employment and Disability (SEED) initiative. This survey should take less than 15 minutes to complete. Your participation is voluntary.

By completing the survey, you are agreeing to participate in a research effort that will assist in evaluating and improving the effectiveness of the SEED initiative. Your responses will be kept private to the extent permitted by law. Responses from all participants will be analyzed and findings reported only in aggregate form, without any information that would identify you or your organization. Note that electronic communications are not necessarily secure and could be viewed by a third party; however, we anticipate that participation in this survey presents no greater risk than everyday use of the Internet.

The link to the SEED Implementation Evaluation Survey:

[Survey URL]

**Deadline to Participate:** Please complete the survey *before XXX*.

The primary researchers conducting this study are Michelle Yin at American Institutes for Research (AIR) and Daniel Weissbein at Coffey Consulting, LLC. If you have any questions, you may contact Michelle Yin at (202) 403-5580 or [myin@air.org](mailto:myin@air.org). If you have any questions or concerns regarding your rights as a subject in this study, you may contact the AIR Institutional Review Board (IRB) for Human Participants at 1-800-634-0797, or email at [IRB@air.org](mailto:IRB@air.org). You may also contact Cherise Hunter, U.S. Department of Labor, Office of Disability Employment Policy, 200 Constitution Ave., NW, Washington, DC 20210.

Thank you for sharing your time and experience to ensure that the resulting evaluation will be informative and useful.

Sincerely,

Survey Research Analyst

Notice: 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 Office of Management and Budget (OMB) control number. Public reporting burden for this collection of information is estimated to average 13 minutes per respondent, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Cherise Hunter, U.S. Department of Labor, Office of Disability Employment Policy, 200 Constitution Ave., NW, Washington, DC 20210. The OMB control number for this project is <OMB control number>; expiration date <date>.