

Attachment B: Request to Participate from ASPE

Dear [Contact Name],

The Office of the Assistant Secretary for Planning and Evaluation (ASPE) in the U.S. Department of Health and Human Services is sponsoring a study to better understand work requirements in human services programs and identify best practices in the administration of work requirements. The Exploring Measurement of Performance Outcomes and Work Requirements in Programs Promoting Economic Independence (EMPOWERED) study will include a review of available documents and reports; site visits to select states administering work requirements in Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), and public housing programs; and analysis of extant administrative data reports. Please see the attached study description for more detail.

ASPE has contracted with Mathematica Policy Research to conduct this study. In consultation with the study team, ASPE has identified [STATE NAME] as one of the three States it would like to include in the study. Study participation will consist of a three-day site visit by a research team from Mathematica to State and local TANF, SNAP, and public housing offices administering work requirements. The site visits will include interviews with both State and local staff.

Thank you for your consideration, and we hope that you will participate in this very important study. If you have any questions about the study, please feel free to contact [Name] at XXX-XXX-XXXX or by email at email. A member of the research team will contact you within the next two weeks to tell you more about the study and discuss your participation.

Sincerely,

[ASPE representative]