

## Attachment A: Eligibility Screener

**PURPOSE:** This document will be used to assess potential participants' eligibility. Potential participants will be invited to call Insight's toll-free telephone number to see whether they are eligible to participate in one of the focus groups in their area. An Insight researcher will answer the phone (or call the potential participant back if after hours) and administer the eligibility screener. After administering the questionnaire over the phone, Insight will confirm and recruit eligible participants into the designated group. Ineligible participants will be thanked for their interest and told they are not eligible to participate.

### Questionnaire

Hello! Thank you for your interest in our study about work and benefits. You've reached Insight Policy Research, and my name is [NAME]. May I ask you a few questions to see if you are eligible to participate? This will take less than 10 minutes.

IF YES: Great, let's get started! First, I just need to confirm where you're calling from.

IF NO: Not a problem. Is there a better time for me to call you back? [DOCUMENT PARTICIPANT'S TELEPHONE NUMBER AND A DATE/TIME TO CALL]

1. First, can you tell me what state you are calling from?
  - a. California
  - b. Virginia
  - c. Ohio
2. Have you lived in [STATE] for at least one year?
  - a. IF YES: [CONTINUE]
  - a. IF NO: [GO TO TERMINATION SCRIPT]
3. Are you 18 years of age or older?
  - b. IF YES: [CONTINUE]
  - b. IF NO: [GO TO TERMINATION SCRIPT]
4. Are you the parent or legal guardian for any children aged 12 or younger living in your household?
  - a. IF YES: [CONTINUE]
  - a. IF NO: [GO TO TERMINATION SCRIPT]

1. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0990-0421. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

5. Does your household currently receive [CCDF LOCAL NAME]?
  - a. IF YES: [CONTINUE]
  - b. IF NO: [GO TO Q7]
6. Are you the person who manages or makes decisions about your [CCDF LOCAL NAME] benefits?
  - a. IF YES: [CONTINUE]
  - b. IF NO: [CONTINUE]
7. Does your household currently receive [TANF LOCAL NAME]?
  - a. IF YES: [CONTINUE]
  - b. IF NO: [GO TO Q9]
8. Are you the person who manages or makes decisions about your [TANF LOCAL NAME] benefits?
  - a. IF YES: [CONTINUE]
  - b. IF NO: [CONTINUE]
9. Does your household currently receive [RENTAL ASSISTANCE LOCAL NAME]?
  - a. IF YES: [CONTINUE]
  - b. IF NO TO THIS QUESTION AND YES TO Q6 AND/OR Q8: [CONTINUE]
  - c. IF NO TO THIS QUESTION AND NO TO or skipped Q6 AND Q8: [GO TO TERMINATION SCRIPT]
10. Are you the person who manages or makes decisions about your [RENTAL ASSISTANCE LOCAL NAME] benefits?
  - a. IF YES: [CONTINUE]
  - b. IF NO TO THIS QUESTION AND YES TO Q6 AND/OR Q8: [CONTINUE]
  - c. IF NO TO THIS QUESTION AND NO TO or skipped Q6 AND Q8: [GO TO TERMINATION SCRIPT]
11. Almost done! Are you currently working at a job for pay or income, including self-employment?
  - a. IF YES: [CONTINUE]
  - b. IF NO: [GO TO TERMINATION SCRIPT]
12. There are many different ways people get paid at their jobs. Which option best fits how you get paid?
  - a. An automatic deposit directly into your bank account [GO TO Q15]
  - b. A paper paycheck [GO TO Q15]
  - c. Cash [CONTINUE]
  - d. Other: \_\_\_\_\_ [CONTINUE]
13. Do you get a paper paycheck or an automatic bank deposit for any of your jobs?
  - a. IF YES: [GO TO Q15]
  - b. IF NO: [CONTINUE]
14. Do you plan to file taxes this year—that is, for 2018?
  - a. IF YES: [CONTINUE]
  - b. IF NO: [GO TO TERMINATION SCRIPT]

15. Are you Spanish/Hispanic/Latino? *[READ AND RECORD ALL THAT APPLY—AIM TO HAVE A MIX OF ETHNICITIES ACROSS STUDY—MAY NEED TO DECLINE TO ACHIEVE DIVERSITY]*
- Yes, Spanish/Hispanic/Latino
  - No, not Spanish/Hispanic/Latino
16. Next, what is your race (select one or more)? *[READ AND RECORD ALL THAT APPLY—AIM TO HAVE A MIX OF RACES ACROSS STUDY—MAY NEED TO DECLINE TO ACHIEVE DIVERSITY]*
- White
  - Black or African American
  - American Indian or Alaska Native
  - Asian (for example, Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese)
  - Native Hawaiian or other Pacific Islander (for example, Chamorro, Guamanian, Samoan)

### ***If Eligible***

Great, thank you for your answers! It sounds as if you are eligible to participate in our focus group discussion if you are available.

As I mentioned before, this discussion will take place at *[LOCATION AND ADDRESS]* on *[POPULATE WITH POTENTIAL DATE(S) AND TIME(S) BASED ON PRIMARY PROGRAM PARTICIPATION. IF ELIGIBLE AND AVAILABLE FOR MULTIPLE, RECRUITER WILL ASSESS WHICH GROUP IS LACKING PARTICIPANTS AND WILL RECRUIT INTO APPROPRIATE GROUP]*. Do you need a moment to write that down? *[PAUSE IF NEEDED]*

I can also send you a follow-up message confirming these details, and a reminder message once we are closer to the date when we will have the discussion. Can you please provide me with your contact information? *[NOTE FULL NAME, EMAIL ADDRESS, MOBILE PHONE NUMBER]*. Do I have your permission to text you a reminder message as we get closer to the date of the focus group? *[RECORD RESPONSE]*

Let me mention a couple final reminders:

- ▶ The discussion will last 90 minutes.
- ▶ When the discussion is over, we will give you a \$50 Visa gift card.
- ▶ We just want to hear your thoughts and opinions, and we will keep the things you share confidential.
- ▶ If you find that you can't attend, please call us at *[TELEPHONE NUMBER]* or email us at *[EMAIL ADDRESS]* right away so we can find a replacement. You can also contact us at the same email and phone number if you have any questions at all leading up to the discussion.

Thank you again. We are excited to speak with you!

## Termination Script

### *If Ineligible*

Thank you very much for calling me today. Based on your responses, it sounds like you are ineligible to participate at this time. However, I'd be glad to call you back if our requirements change. There may also be some additional focus group opportunities in your area next year. Would you be willing to take a call or email from us in the future?

- a. IF YES: What is your full name and the best number or email to reach you [*MAKE NOTE OF CONTACT INFO*]? Great, thank you again for calling. We will keep you in mind for future opportunities.
- b. IF NO: Not a problem. Thank you again for your time.