

**Supporting Statement
for OMB Clearance
Request**

**Appendix K1:
Previously Approved
E-mail Reminder**

**Pathways for Advancing
Careers and Education
(PACE) – Follow-up Data
Collection**

OMB No. 0970-0397

March 2017

Submitted by:
Nicole Constance
Office of Planning, Research
and Evaluation
Administration for Children
and Families
**U.S. Department of Health and
Human Services**

Appendix K: E-mail Reminder Text

Dear [NAME],

Over the past few weeks, we've been trying to reach you by telephone to request your participation in a survey as part of the Pathways for Advancing Careers and Education (or PACE) study (also known as the Innovative Strategies for Increasing Self-Sufficiency study). Your input is very important, and we'd like to schedule an appointment to talk. As a thank you we will give you a token of appreciation valued at \$40. We realize your time is valuable, so as a token of our appreciation, you will receive a check for \$40. The interview should last about 60 minutes.

The PACE study is funded by the Administration for Children and Families in the U.S. Department of Health and Human Services. When you applied to [PROGRAM NAME], you agreed to take part in the PACE study.

I would like to schedule an appointment to complete the interview at a time that is convenient for you. Please respond to this email or call me at [xxx-xxx-xxxx]. Use this ID number to locate your record: [ABTSRBIID]. I would also be happy to answer any questions you may have about the survey.

Thank you in advance for your time and assistance with this project.

Sincerely,
[Interviewer Name]

Paperwork Reduction Act (PRA) Statement: Your participation in this information collection is voluntary. 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 control number for this collection is 0970-0397 and it expires xx/xx/xxxx. If you have comments regarding this collection of information, including suggestions for reducing this burden, please send them to [Contact Name]; [Contact Address]; Attn: OMB-PRA (0970-0397).