

APPENDIX I  
NOTIFICATIONS

11. ADVANCE LETTER
12. ADVANCE LETTER INSERT
13. EMAIL NOTIFICATION
14. REFUSAL AVOIDANCE LETTER
15. LOCATING LETTER

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I1. Advance Letter: Mailed to participants at the start of data collection.

**MATHEMATICA**  
Policy Research

**Shawn Marsh**  
Survey Director

111 East Wacker Drive, Suite 920  
Chicago, IL 60601-4303  
Telephone: (312) 994-1002  
Fax (312) 994-1003  
[www.mathematica-mpr.com](http://www.mathematica-mpr.com)  
[TOLL FREE NUMBER]

Date

Dear [Participant Name],

Thank you for agreeing to participate in the Evaluation of Employment Coaching for TANF and Related Populations! When you signed up to be a part of the study in [MONTH] [YEAR], you learned that we would contact you to take part in a follow-up survey. We are writing to invite you to participate in this survey now. This study is being conducted by researchers at Mathematica Policy Research and Abt Associates for the U.S. Department of Health and Human Services. By choosing to be a part of this study, you will help us learn how to provide better services to people like you.

When you complete the survey, you will be asked about topics such as the services you received, your employment, and your earnings. You can skip any questions you do not want to answer, but we hope that you will answer as many questions as possible. We will protect your answers and privacy to the fullest extent under the law. To help us protect your privacy, we have obtained a Certificate of Confidentiality from the National Institutes of Health.

If you complete the survey within four weeks of the date of this letter, you will receive a gift card worth \$35 as a thank you gift for your participation. If you complete the survey after that time, you will receive a gift card worth \$25. The gift card can be used anywhere that accepts credit or debit cards.

To learn how to complete the survey online, please see the insert included with this letter. The survey is meant for only you to complete, so please keep your log-in information somewhere safe.

If you have any questions, or would like to complete the survey over the phone, please call us toll-free at [TOLL-FREE NUMBER]. When you call, please ask for Chris Trainer, a survey representative at Mathematica. You can also send us an e-mail at [E-MAIL ADDRESS]. Thanks again for agreeing to be a part of the study. We look forward to hearing from you soon!

Sincerely,



Shawn E. Marsh  
Survey Director

Enclosure  
Ref [Insert Number]

Persons are not required to respond to this collection of information unless this survey displays a currently valid OMB control number (OMB xxxx-xxxx, expires xx/xx/201x). Responding to this questionnaire, which seeks to help the U.S. Department of Health and Human Services understand how coaching programs are serving individuals, is voluntary. Public reporting burden for the described collection of information is estimated to average 60 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. Send comments regarding this burden estimate to Sheena McConnell, Mathematica Policy Research, 1100 First Street, NE, 12th Floor, Washington, DC 20002-4221.

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## Survey Opportunity

To complete the survey online, please:

1. Visit the survey website:

**[SURVEY WEBSITE]**

2. Enter the username and password provided below.

These are unique to you and should not be shared.

Username: **[USERNAME]**

Password: **[PASSWORD]**

3. Complete the survey!

If you complete the survey within **four weeks of the date of this letter**, you will be mailed a gift card worth **\$35** as a thank you gift for your participation. If you complete the survey after that time, you will receive a gift card worth **\$25**. We hope you complete the survey soon!

If you have any questions about the survey or responding online, please contact Chris Trainer, Mathematica survey representative, at our toll-free helpline or by e-mail:

Toll-free helpline: **[TOLL-FREE NUMBER]**

E-Mail: **[E-MAIL ADDRESS]**

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I3. Email Reminder: Emailed to participants who have not yet completed the survey three weeks after the start of data collection.

Dear [Participant Name],

Thank you for agreeing to participate in the Evaluation of Employment Coaching for TANF and Related Populations study! When you joined the study a few months ago, you agreed to take part in a survey. We are writing you because our records show that you have not yet completed this survey. Your opinions and experiences are important to the success of the study. You cannot be replaced!

Please click on the link to complete your survey as soon as possible:

[SURVEY WEBSITE]

Your username and password are:

Username: [USERNAME]

Password: [PASSWORD]

If you complete the survey within **one week of the date of this email**, you will receive a gift card worth **\$35** as a thank you gift for your participation. It can be used anywhere that accepts credit or debit cards. If you complete the survey after that time, you will receive a gift card worth **\$25**.

If you have any questions, or would like to complete the survey over the phone, please call us toll-free at [TOLL-FREE NUMBER]. When you call, please ask for Chris Trainer, a survey representative at Mathematica. You can also send us an e-mail at [E-MAIL ADDRESS]. Thanks again for agreeing to be a part of the study.

Sincerely,

Shawn E. Marsh  
Survey Director  
Mathematica Policy Research

Persons are not required to respond to this collection of information unless this survey displays a currently valid OMB control number (OMB xxxx-xxxx, expires xx/xx/201x). Responding to this questionnaire, which seeks to help the U.S. Department of Health and Human Services understand how coaching programs are serving individuals, is voluntary. Public reporting burden for the described collection of information is estimated to average 60 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. Send comments regarding this burden estimate to Sheena McConnell, Mathematica Policy Research, 1100 First Street, NE, 12th Floor, Washington, DC 20002-4221.

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14. Refusal Avoidance Letter: Mailed to respondents when they are being avoidant or are otherwise delaying participating in the survey

## MATHEMATICA Policy Research

Shawn Marsh  
Survey Director

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Chicago, IL 60601-4303  
Telephone: (312) 994-1002  
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[www.mathematica-mpr.com](http://www.mathematica-mpr.com)  
[TOLL FREE NUMBER]

Date

Dear [Participant Name],

We recently contacted you about the Evaluation of Employment Coaching for TANF and Related Populations, a study you joined a couple of months ago through [PROGRAM]. This is an important study and we'd like to take a moment to explain it to you in more detail.

- The study is being conducted by researchers at Mathematica Policy Research and Abt Associates for the U.S. Department of Health and Human Services.
- The purpose of the study is to learn whether services such as employment coaching help the people they serve.
- We will send you a gift card worth **\$25** when you complete the survey over the phone, as a thank you gift for your participation. You can use the card anywhere that accepts credit or debit cards.
- The survey will take about **60 minutes**. We will protect your answers and privacy to the fullest extent under the law. We won't use your name or any other identifying information when we report the results of our study.
- Even if you are not participating in coaching now or never did, you are a very important part of the study. We want to know how you're doing so we can learn how to improve services and programs for people like you.

This is your chance to make a difference. We cannot replace you! Please call us at [TOLL-FREE NUMBER] and ask for Chris Trainer, a survey representative at Mathematica. We can be reached seven days a week, during daytime and evening hours.

If you have any other questions, we'd be happy to talk with you about them. Just give us a call at [TOLL-FREE NUMBER]. We look forward to hearing from you!

Sincerely,



Shawn E. Marsh  
Survey Director

Persons are not required to respond to this collection of information unless this survey displays a currently valid OMB control number (OMB xxx-xxxx, expires xx/xx/201x). Responding to this questionnaire, which seeks to help the U.S. Department of Health and Human Services understand how coaching programs are serving individuals, is voluntary. Public reporting burden for the described collection of information is estimated to average 60 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. Send comments regarding this burden estimate to Sheena McConnell, Mathematica Policy Research, 1100 First Street, NE, 12th Floor, Washington, DC 20002-4221.

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LETTER TO:

FROM: Shawn Marsh

DATE:

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LETTER TO:  
FROM: Shawn Marsh  
DATE:  
PAGE: 12

**Shawn Marsh**  
Survey Director

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[www.mathematica-mpr.com](http://www.mathematica-mpr.com)  
[TOLL-FREE NUMBER]

Date

Dear [NAME],

Thanks for joining the Evaluation of Employment Coaching for TANF and Other Related Populations a few months ago! The study is being conducted by researchers at Mathematica Policy Research and Abt Associates for the U.S. Department of Health and Human Services. When you joined the study, you agreed to complete surveys about how you are doing.

As a reminder, you have an opportunity to complete the follow-up survey now!

- You will receive a **\$25** gift card when you complete the survey, as a thank you gift for your participation.
- You can call us at [TOLL-FREE NUMBER] to complete the survey by phone and receive your **\$25** gift card. When you call, please ask for [CONTACT NAME]. After you complete the survey over the phone, we will mail you your **\$25** gift card.
- If you would like to complete the survey on the web, call Chris Trainer, a survey representative at Mathematica at [TOLL-FREE NUMBER] to receive your log-in information. After you complete the survey on the web, we will mail you your **\$25** gift card.

By completing the survey, you are helping us learn how to improve services and programs. We cannot replace you!

If you have any questions about the study, we would be happy to answer them. Just call us toll-free at [TOLL-FREE NUMBER]. Thanks for agreeing to be a part of the study. We look forward to hearing from you soon!

Sincerely,



Shawn E. Marsh  
Survey Director

LETTER TO:  
FROM: Shawn Marsh  
DATE:  
PAGE: 13

Persons are not required to respond to this collection of information unless this survey displays a currently valid OMB control number (OMB xxxx-xxxx, expires xx/xx/201x). Responding to this questionnaire, which seeks to help the U.S. Department of Health and Human Services understand how coaching programs are serving individuals, is voluntary. Public reporting burden for the described collection of information is estimated to average 60 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. Send comments regarding this burden estimate to Sheena McConnell, Mathematica Policy Research, 1100 First Street, NE, 12th Floor, Washington, DC 20002-4221.

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