

Appendix J: Letter from the Office of Child Care on the Web-Based Survey, Word Version

[Date]

Dear [Recipient's Name]:

In the next week, you will receive an e-mail invitation from CNA, a research company, to complete an online survey focused on your state's/territory's implementation of the interstate background check requirements of the Child Care and Development Block Grant (CCDBG) Act of 2014.

In collaboration with the Office of Child Care (OCC) and the Office of Planning, Research, and Evaluation (OPRE) within the Administration for Children and Families (ACF), CNA is conducting a study of states' and territories' efforts to implement the interstate background check requirements mandated by the CCDBG Act. The study will:

- Determine which components of the background check requirements have been most challenging for states and territories to implement and why
- Identify promising practices and solutions that could be supported by the federal government to assist states and territories in their implementation of the interstate background check requirement

To collect data for the study, CNA is conducting a survey of administrators at the child care state and territory lead agencies that are responsible for overseeing the implementation of the CCDBG Act background check requirements. The survey questions focus on how your state or territory conducts background checks and your efforts to implement CCDBG Act requirements. The survey will be followed by an invitation to participate in an in-depth interview focused on implementation challenges, successes, and the types of support that would strengthen implementation efforts.

The survey and interviews are not intended to duplicate information that was collected through state plans, nor will the information collected be used to judge a state's or territory's compliance with the requirements of the law. The sole purpose of this study is to gather data to inform how ACF can better support state and territory agencies. The information that you provide will not be used for punitive or compliance-related decisions or actions. This survey and interview are completely voluntary and individual responses will not be attributed to you. Information collected will be kept private to the extent permitted by law. Responses may be combined and shared in aggregate at the state level with ACF to inform technical assistance resources.

It is very important to OCC, OPRE, and ACF that you take the time to respond to the survey. The survey will take less than 30 minutes to complete. The information that you supply will help ACF develop and implement promising solutions to strengthen the implementation of the

background checks mandated by the CCDBG Act and provide states and territories with additional support.

Thank you very much for your assistance with this important research project.

Sincerely,

Name

Position

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 number for this information collection is 0970-0356 and the expiration date is 06/30/2021.