

**Attachment E: Accompanying Communications for TANF
Administrator Web Survey**

Advance Email to TANF Administrators

OFA Advance Email to TANF Administrators

Dear [Name of TANF Administrator]:

The Administration for Children and Families (ACF), Office of Planning, Research, and Evaluation (OPRE), within the U.S. Department of Health and Human Services (HHS) is sponsoring a study to understand the extent to which TANF agencies are currently serving families experiencing or at-risk of experiencing homelessness. The study is being conducted by Abt Associates and MEF Associates.

A key feature of the information collection for this study is an online survey of all TANF State and Territory Administrators and a sample of County TANF administrators. We are asking TANF administrators like you to complete a survey to help us better understand how TANF funding is being used to assist families experiencing or at-risk of experiencing homelessness. This survey is designed to be taken by the TANF administrator, so if possible please do not forward the link for another staff person to complete it.

The survey should take you approximately 30 minutes to complete. It asks about TANF program policies in your state [county], the application and eligibility determination process, services funded by TANF that are offered to families experiencing homelessness, approaches to service delivery and partnerships to serve families experiencing homelessness, tracking these families, and any potential programs that would be good candidates for a site visit.

Your answers will be kept private to the extent permissible by law. Information you provide will not be shared with other staff at your program or organization. Your participation in this survey is completely voluntary, but it is important that we have as much input as possible to ensure an accurate portrait of services across the country.

Shortly, you will receive an email from the study team providing you with a link to a web-based survey form. The email will be sent from [sender] with the subject line [subject line]. The email will also contain a telephone number and email address for you to send any questions or concerns about the survey. Thank you in advance for your assistance in completing this survey and providing important information to the study. With your help, we will have better information about how the TANF program is currently assisting families experiencing homelessness across the nation.

Sincerely,

[Name, title]

Office of Family Assistance

Administration for Children and Families

U.S. Department of Health and Human Services

Cc: Regional Managers

Attachment: Project Description

The Paperwork Reduction Act Statement: The referenced collection of information is voluntary and will be used to better understand how TANF funds are being used to assist families experiencing or at-risk of experiencing homelessness. The time required to complete this collection of information is estimated to average 30 minutes per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the collection of information. 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 valid OMB control number for this collection is xxxx-xxxx which expires xx/xx/xxxx. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Abt Associates, 6130 Executive Blvd., Rockville, MD 20852, Attn: Lauren Dunton.

DRAFT

Email to TANF Administrators with Survey Link

Email to TANF Administrators with Survey Link

Dear [name of TANF Administrator]:

Yesterday, you should have received an email from [XX] announcing an online survey of State, Territory, and County TANF Administrators to assess how your TANF agencies serve families at-risk of or experiencing homelessness. This email includes information on how to access and complete this survey.

Please click the link below to complete the online survey.

[unique link]

Please submit your completed survey by *[four weeks post launch]*. If you have any questions, please contact Lauren Dunton of Abt Associates at lauren_dunton@abtassoc.com or 301-634-1779. For technical issues, please contact Naomi Joseph at naomi_joseph@abtassoc.com or 301-347-5653 (Monday – Friday 9 am – 5 pm ET).

Thank you in advance for your help with this important study. With your help, we will have better information about how TANF programs are assisting families experiencing or at-risk of experiencing homelessness.

Sincerely,

Lauren Dunton
Abt Associates Project Director

The Paperwork Reduction Act Statement: The referenced collection of information is voluntary and will be used to better understand how TANF funds are being used to assist families experiencing or at-risk of experiencing homelessness. The time required to complete this collection of information is estimated to average 30 minutes per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the collection of information. 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 valid OMB control number for this collection is xxxx-xxxx which expires xx/xx/xxxx. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Abt Associates, 6130 Executive Blvd., Rockville, MD 20852, Attn: Lauren Dunton.

Reminder Email

Reminder email <Sent after 2 weeks and 4 weeks>

Dear [name of TANF Administrator]:

Two weeks/Four weeks ago we sent you a link to an online survey of TANF Administrators. The survey collects information about how states, territories, and counties are currently serving families experiencing and at-risk of experiencing homelessness with TANF funds.

We appreciate your taking the time to complete this short survey. If you have any questions or issues about the survey, please contact Lauren Dunton of Abt Associates at lauren_dunton@abtassoc.com or 301-634-1779. For technical issues, please contact Naomi Joseph at naomi_joseph@abtassoc.com or 301-347-5653 (Monday – Friday 9 am – 5 pm ET).

For your convenience, we have included a link to the survey below.

[unique link]

Thank you in advance for your help with this important study. With your help, we will have better information about how TANF programs are assisting families experiencing or at-risk of experiencing homelessness.

Sincerely,

Lauren Dunton
Abt Associates Project Director

The Paperwork Reduction Act Statement: The referenced collection of information is voluntary and will be used to better understand how TANF funds are being used to assist families experiencing or at-risk of experiencing homelessness. The time required to complete this collection of information is estimated to average 30 minutes per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the collection of information. 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 valid OMB control number for this collection is xxxx-xxxx which expires xx/xx/xxxx. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Abt Associates, 6130 Executive Blvd., Rockville, MD 20852, Attn: Lauren Dunton.

Thank You Email

Thank you email

Dear [name of TANF Administrator]:

Thank you for taking the time to complete the online survey of State, Territory, and County TANF Administrators. This email confirms that your responses have been received. Thank you again for your contribution to this important study!

Sincerely,

Lauren Dunton
Abt Associates Project Director

DRAFT