

Appendix A: Outreach Email for Discussion with Program Administrators and Staff

Dear [NAME],

My name is [NAME], and I am writing on behalf of a team of researchers at the Urban Institute and Chapin Hall at the University of Chicago who has been contracted by the Administration for Children and Families (ACF) of the US Department of Health and Human Services to plan a next-generation evaluation agenda for the Chafee Foster Care Program for the Successful Transition to Adulthood (previously known as the John H. Chafee Foster Care Independence Program). The goal of our project, described in more detail in the attached document, is to identify promising programs for preparing youth in foster care for independent living that would be willing and suitable candidates – based on ACF priorities – for a federally funded evaluation in the future.

As part of this process, we are talking with representatives from a number of programs aimed at improving the [EMPLOYMENT/EDUCATION] outcomes of youth transitioning out of foster care to learn more about their operation. [PROGRAM NAME] has been identified as one such program. We would greatly appreciate an opportunity to speak with you at a time that is convenient to learn more about how [PROGRAM NAME] functions, the number and characteristics of the youth you serve, the overall goals of your program, and any data your agency might collect on program participants. The interview will be conducted by a pair of researchers and will last no more than an hour. Participation is voluntary and responses will be kept private (in that they will not attribute responses to a specific name). We may contact you following the interview to request clarification.

If there is another person at [PROGRAM NAME] who you think we should be speaking with to learn about the program, we would appreciate you providing us with their name and contact information.

Please let me know if you have any questions. I look forward to hearing from you soon.

Sincerely,

[Researcher Name and contact info]

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