

OMB SUPPORTING STATEMENT: ATTACHMENT 4

SUPPLEMENTAL INFORMATION
WIOA SURVEY NOTIFICATIONS AND REMINDERS



Advance Letter

[DATE]

[SITE/PROGRAM NAME]

[ADDRESS]

[CITY][STATE][ZIP]

Dear [NAME OF SITE ADMINISTRATOR/DIRECTOR],

The U.S. Department of Labor (DOL) Chief Evaluation Office (CEO), in partnership with the Employment and Training Administration (ETA), is sponsoring a study called the Workforce Innovation and Opportunity Act (WIOA) Implementation Evaluation.

As part of this important study, we invite your state to complete a national survey about [STATE]'s experiences in implementing WIOA. Your state's responses are very important and will help DOL understand how the WIOA model is implemented and areas in which they need to provide further administrative guidance or assistance.

The survey covers topics including planning, organization, partnerships, coordination, service delivery, program improvement, and other domains of implementation. If there are topics you are not able to answer, please feel free to draw on the expertise and knowledge of others within your state. For your convenience, the survey is split into modules based on topic area to assist states who may want to have different staff complete different modules.

To participate, log on to [WEBSITE] and enter the following information:

Login ID: [WebUsername]
Password: [WebPassword]

The study is being jointly conducted by researchers from two independent research organizations: Mathematica Policy Research and Social Policy Research Associates. The survey should take approximately 3 hours per state (this includes time to respond as well as organize and review materials). **The information provided by your state will be used for research purposes only; your name and the name of other respondents in your state will not appear in any public document. Your state's data will not be identified with your state's name in any public document.** Taking part in this study is your state's choice.

If you have any questions about the study, please contact Ryan Callahan at [PHONE NUMBER] or [EMAIL ADDRESS]. Thank you in advance for your participation.

Sincerely,

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 3 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Chiefevaluationoffice@DOL.gov and reference the OMB Control Number 1290-XXXX. Comments can also be mailed to: U.S. Department of Labor, Chief Evaluation Office, 200 Constitution Ave., NW, S-2312, Washington, DC 20210. Note: Please do not return the completed interview guide to the email or mailing address.

Advance Email

Subject: Workforce Innovation and Opportunity Act (WIOA) Implementation Evaluation Survey

Dear [NAME OF SITE ADMINISTRATOR/DIRECTOR],

We recently sent you a letter about a study called the Workforce Innovation and Opportunity Act (WIOA) Implementation Evaluation, sponsored by the DOL Chief Evaluation Office (CEO), in partnership with the Employment and Training Administration (ETA).

As part of this important study, we invite your state to complete a national survey about [STATE]'s experiences in implementing WIOA. Your state's responses are very important and will help DOL understand how the WIOA model is implemented and areas in which they need to provide further administrative guidance or assistance.

Please go to this web page and use the following Login ID and Password:

[WEBSITE]

Login ID: [WebUsername]

Password: [WebPassword]

The survey covers topics including planning, organization, partnerships, coordination, service delivery, program improvement, and other domains of implementation. If there are topics you are not able to answer, please feel free to draw on the expertise and knowledge of others within your state. For your convenience, the survey is split into modules based on topic area to assist states who may want to have different staff complete different modules.

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Reminder Letter

[DATE]

[SITE/PROGRAM NAME]

[ADDRESS]

[CITY][STATE][ZIP]

Dear [NAME OF SITE ADMINISTRATOR/DIRECTOR],

Our records indicate that you have not yet completed the WIOA Implementation Evaluation survey. The survey is sponsored by the DOL Chief Evaluation Office (CEO), in partnership with the Employment and Training Administration (ETA). Hearing about the experience in [STATE] is very important and will help us understand how the WIOA model is implemented nationwide.

[IF MODULE ASSIGNED: You have been selected to complete the [MODULE NAME] module of the WIOA Implementation Evaluation survey.] Your responses will help DOL understand areas in which they need to provide further administrative guidance or assistance.

To complete the [survey / MODULE NAME module of the survey], please click on the link and use the following Login ID and Password:

[WEBSITE]

Login ID: [WebUsername]

Password: [WebPassword]

For your convenience, the survey is split into modules based on topic area to assist states who may want to have different staff complete different modules. **[IF NO MODULES ASSIGNED:** When you login, you'll see a screen that allows you to assign modules to different staff.] **[IF MODULES ASSIGNED:** You can also reassign your module, [INSERT MODULE NAME], to someone else if you are unable to answer any questions. When you login, you'll see a screen that allows you to reassign the module(s). You do not need to do anything with modules not assigned to you.]

The study is being jointly conducted by researchers from two independent research organizations: Mathematica Policy Research and Social Policy Research Associates. The survey should take approximately 3 hours per state (this includes time to respond as well as organize and review materials for all modules). **The information provided by your state will be used for research purposes only; your name and the name of other respondents in your state will not appear in any public document. Your state's data will not be identified with your state's name in any public document.** Taking part in this study is your state's choice.

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Reminder Email

Subject: Workforce Innovation and Opportunity Act (WIOA) Implementation Evaluation Survey

Dear [NAME OF SITE ADMINISTRATOR/DIRECTOR],

We are sending this email because our records indicate that you have not yet completed [the survey for / the MODULE NAME module of the survey for] the WIOA Implementation Evaluation, sponsored by the DOL Chief Evaluation Office (CEO), in partnership with the Employment and Training Administration (ETA). Hearing about your state's experience with WIOA implementation is important.

To complete the [survey / MODULE NAME module of the survey], please click on the link and use the following Login ID and Password:

[WEBSITE]
Login ID: [WebUsername]
Password: [WebPassword]

If there are questions you are not able to answer, please feel free to draw on the expertise and knowledge of others within your state.

[IF NO MODULES ASSIGNED: For your convenience, the survey is split into modules based on topic area to assist states who may want to have different staff complete different modules. When you login, you'll see a screen that allows you to assign modules to different staff.]

[IF MODULES ASSIGNED: You can also reassign your module, [INSERT MODULE NAME], to someone else if you are unable to answer any questions. When you login, you'll see a screen that allows you to reassign the module(s). You do not need to do anything with modules not assigned to you.]

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