

OMB Control Number: XXXX-XXXX

The National Study of the Implementation of Adult Education Under the Workforce Innovation and Opportunity Act

Request for Clearance

Appendix D: Contact Materials

May 2019



AMERICAN INSTITUTES FOR RESEARCH®

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State Director Initial E-mail Request for Provider List

[Insert Study Banner]

[Name]

[Date]

[Position]

[Organization]

[Street Address]

[City, State, ZIP]

Dear **[State Director of Adult Education]**,

We are writing to begin collection of information for the U.S. Department of Education's (ED's) *National Study of the Implementation of Adult Education Under the Workforce Innovation and Opportunity Act (WIOA)*. The study is one part of ED's National Assessment of Adult Education.

The implementation study will provide Congress, ED and the field with information on adult education policies and practices and what challenges states and providers are experiencing. The study is funded by ED's Office of Career, Technical and Adult Education and is being conducted by the American Institutes for Research (AIR) under contract to ED's Institute of Education Sciences. Many state directors have provided input on the study's content and methods.

Please provide a list of local adult education providers. In Fall 2019, we will send a questionnaire to all local adult education providers that received funding from Title II of the WIOA for the 2018–19 program year. We need your help to build the complete list of those providers. Please submit the requested information by **[Day, Date]**.

You can use either of the following approaches:

- Use the attached spreadsheet to enter the information for your state's local adult education providers that received funding in program year 2018–19 and e-mail it back to **[study e-mail]**.

or

- Send an Excel or .csv file containing the data elements in the attached spreadsheet and e-mail it to us at **[study e-mail]**.

In early 2020, we will ask you to update this list with additional information, including program enrollment and funding amounts for each provider. Obtaining this information from you will help us minimize the burden on local providers.

Please inform us immediately if you are unable to provide this information so we can collect it from the providers themselves as part of the Provider Survey collection this fall.

ED regulations require that recipients of federal funds cooperate in evaluations of grant programs under which they receive funding (Education Department General Administrative Regulations Section 34 C.F.R. 76.591). As a recipient of Title II WIOA funds, your agency's participation in this study is expected and very appreciated. Subpart F, Sec. 242(b)(4) of the WIOA requires that ED carry out an independent evaluation of the programs and activities funded under Title II. This study has been approved by the Office of Management and Budget (OMB clearance number XXXX-XXXX).

If you have any questions, please feel free to contact us at **[study toll-free number]** or call the AIR project director, Stephanie Cronen, at 202-403-5229 or scronen@air.org. You may also contact the study's contracting officer representative, Melanie Ali, at 202-245-8345 or melanie.ali@ed.gov.

We appreciate your time and look forward to hearing from you.

Sincerely,
[Name, Title]

State Director E-mail Request for Updated Provider List

[Insert Study Banner]

[Name]

[Date]

[Position]

[Organization]

[Street Address]

[City, State, ZIP]

Dear **[State Director of Adult Education]**,

We are requesting your assistance one last time in support of *The National Study of the Implementation of Adult Education Under the Workforce Innovation and Opportunity Act (WIOA)*. As you know, this study will provide Congress, the U.S. Department of Education (ED) and the field with information on how adult education is being implemented and what challenges states are experiencing. The study is funded by ED's Office of Career, Technical and Adult Education and is being conducted by the American Institutes for Research (AIR) under contract to ED's Institute of Education Sciences.

Please provide updated information for local adult education providers. To reduce burden on local adult education providers, we are requesting that you send a subset of the provider-level data you used for aggregate reporting in the National Reporting System. These data include program enrollment and government funding dollar amounts. Please submit the requested information by **[Day, Date]**. You can use either of the following approaches:

- Use the attached spreadsheet to enter the data for your state's local adult education providers that received funding in program year 2018–19 and e-mail it back to **[study e-mail]**.

or

- Send an Excel or .csv file containing the data elements in the attached spreadsheet and e-mail it to us at **[study e-mail]**.

ED regulations require that recipients of federal funds cooperate in evaluations of grant programs under which they receive funding (Education Department General Administrative Regulations Section 34 C.F.R. 76.591). As a recipient of Title II WIOA funds, your agency's participation in this study is expected and very appreciated. Subpart F, Sec. 242(b)(4) of the WIOA requires that ED carry out an independent evaluation of the programs and activities funded under Title II. This study has been approved by the Office of Management and Budget (OMB clearance number XXXX-XXXX).

If you have any questions, please feel free to contact us at **[study toll-free number]** or call the AIR project director, Stephanie Cronen, at 202-403-5229 or scronen@air.org. You also may contact the study's contracting officer, Melanie Ali, at 202-245-8345 or melanie.ali@ed.gov.

We appreciate your time and look forward to hearing from you.

Sincerely,

[Name, Title]

State Director Survey Pre-Notification Letter

[Insert Study Banner]

[Name]

[Date]

[Position]

[Organization]

[Street Address]

[City, State, ZIP]

Dear [State Director of Adult Education],

As you know, the U.S. Department of Education (ED) is conducting *The National Study of the Implementation of Adult Education Under the Workforce Innovation and Opportunity Act (WIOA)*. This study includes a survey of state directors of adult education. Your responses to this survey will provide ED with a stronger understanding of how adult education is being implemented and the challenges states are experiencing. Your responses are critical to obtain a full and accurate picture of adult education programs that can be shared with policymakers and state administrators like you. We cannot get this kind of information from anyone else.

When you receive our e-mail next week, please complete the online survey. It will take about 30 minutes to complete.

ED regulations require that recipients of federal funds cooperate in evaluations of grant programs under which they receive funding (Education Department General Administrative Regulations Section 34 C.F.R. 76.591). As a recipient of Title II WIOA funds, your participation in this study is expected and very appreciated. Sec. 242(b)(4) of the WIOA requires that ED carry out an independent evaluation of the programs and activities funded under Title II. The survey you are being asked to complete is part of a set of studies that will comprise the first national evaluation. The study is funded by ED's Office of Career, Technical and Adult Education (OCTAE) and conducted by the American Institutes for Research under contract to ED's independent Institute of Education Sciences (IES). The State Director Survey has been approved by the Office of Management and Budget (OMB clearance number XXXX-XXXX).

If you have any questions, please feel free to contact us at [study e-mail] or [study toll-free number], or call the AIR project director, Stephanie Cronen, at 202-403-5229 or scronen@air.org. You also may also contact study's contracting officer, Melanie Ali, at 202-245-8345 or melanie.ali@ed.gov.

We appreciate your time and look forward to hearing from you.

Sincerely,

[Name, Title]

If you'd like to complete the survey now on your mobile device, just scan this QR code:

[insert QR code]

State Director Survey E-mail Invitation

Subject: Your participation is needed in the National Study of the Implementation of Adult Education

Dear **[State Director of Adult Education]**,

Last week, you received a letter inviting you to participate in The National Study of the Implementation of Adult Education Under the Workforce Innovation and Opportunity Act (WIOA).

Access the survey. Please use the link below to complete the survey. The survey will take you approximately 30 minutes to complete.

[insert survey link]

Your response is critical! Your participation will help us understand how the federal adult education and literacy grant program is working. We cannot get this kind of information from anyone else. It is important to note that ED regulations require that recipients of federal funds cooperate in evaluations of grant programs under which they receive funding (Education Department General Administrative Regulations Section 34 C.F.R. 76.591). As a recipient of Title II WIOA funds, your participation in this study is expected and very appreciated.

Purpose. The survey data will be used to describe how adult education is being implemented and what challenges states are experiencing under the WIOA.

Benefits. Your participation will help provide a full and accurate picture of adult education programs to policymakers and state administrators. We cannot get this information from anyone else, and we value your feedback.

Risks. There are no known risks.

Confidentiality. Information collected for this study comes under the confidentiality and data protection requirements of the Education Sciences Reform Act of 2002, Title I, Part E, Section 183. Responses to this survey will be used only for statistical purposes. The reports prepared for this study will provide state-level information to shed light on WIOA reforms. Although your name will not be released, data displayed by state will be attributed to the state agency and could be attributed to an individual respondent by readers of the report.

Questions? If you have any questions, please feel free to contact the AIR study team at **[study e-mail]** or call **[study toll-free number]**.

We appreciate your time and look forward to hearing from you.

Sincerely,

Stephanie Cronen, Project Director
American Institutes for Research

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such a collection displays a valid OMB control number. The valid OMB control number for this information collection is XXXX-XXXX. Public reporting burden for this collection is estimated to average 30 minutes.

State Director Survey E-mail Reminders 1 and 2

Subject: Reminder: Your participation is needed in The National Study of the Implementation of Adult Education

Dear [State Director of Adult Education],

The U.S. Department of Education (ED) is awaiting your response! Recently, you should have received an e-mail asking you to participate in *The National Study of the Implementation of Adult Education Under the Workforce Innovation and Opportunity Act (WIOA)*. Please complete your survey as soon as possible.

Access the survey. Please use the link below to complete the survey. It will take about 30 minutes to complete.

[insert survey link]

Your response is critical! We need information from you to better understand how the federal adult education and literacy grant program is working. As a recipient of Title II WIOA funds, your participation in this study is expected and very appreciated. ED regulations require that recipients of federal funds cooperate in evaluations of grant programs under which they receive funding (Education Department General Administrative Regulations Section 34 C.F.R. 76.591).

Purpose. The survey data will be used to describe how adult education is being implemented and what challenges states are experiencing under the WIOA.

Benefits. Your participation will help provide a full and accurate picture of adult education programs to policymakers and state administrators. We cannot get this information from anyone else.

Risks. There are no known risks.

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Questions? If you have any questions, please feel free to contact the AIR study team at [study e-mail] or call [study toll-free number].

We appreciate your time and look forward to hearing from you.

Sincerely,

Stephanie Cronen, Project Director
American Institutes for Research

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State Director Survey Postcard Reminder

Don't forget to complete your survey!

National Study of the Implementation
of Adult Education



National Assessment of Adult Education

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Dear **[State Director Name]**

Recently, you should have received an email asking you to complete a survey as part of The National Study of the Implementation of Adult Education.

If you did not receive this email, please contact the AIR study team at [\[study e-mail\]](#) or call **[study toll-free number]**.

Your participation is greatly appreciated!

Sincerely,

Stephanie Cronen, Project Director
American Institutes for Research

[State Director Name]
[Agency Name]
[Address 1]
[Address 2]
[City], [State], [ZIP]

State Director Survey E-mail Reminders 3 and 4

Subject: Reminder: We need your feedback for The National Study of the Implementation of Adult Education!

Dear [State Director of Adult Education],

Please complete your survey [by DATE] using the link below. The U.S. Department of Education needs information from you to better understand how the federal adult education and literacy grant program is working. As a recipient of Title II WIOA funds, your participation in this study is expected. We greatly appreciate your time and effort!

Access the survey. Please take 30 minutes to complete the survey. Use the link below to access it.

[insert survey link]

Your response is critical! We need information from you to better understand how the federal adult education and literacy grant program is working. As a recipient of Title II WIOA funds, your participation in this study is expected and very appreciated. ED regulations require that recipients of federal funds cooperate in evaluations of grant programs under which they receive funding (Education Department General Administrative Regulations Section 34 C.F.R. 76.591).

Purpose. The survey data will be used to describe how adult education is being implemented and what challenges states are experiencing under the WIOA.

Benefits. Your participation will help provide a full and accurate picture of adult education programs to policymakers and state administrators. We cannot get this information from anyone else.

Risks. There are no known risks.

Confidentiality. Information collected for this study comes under the confidentiality and data protection requirements of the Education Sciences Reform Act of 2002, Title I, Part E, Section 183. Responses to this survey will be used only for statistical purposes. The reports prepared for this study will provide state-level information to shed light on WIOA reforms. Although your name will not be released, data displayed by state will be attributed to the state agency and could be attributed to an individual respondent by readers of the report.

Questions? If you have any questions, please feel free to contact the AIR study team at [study e-mail] or call [study toll-free number].

We appreciate your time and look forward to hearing from you.

Sincerely,

Stephanie Cronen, Project Director
American Institutes for Research

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Provider Survey Pre-Notification Letter

[Insert Study Banner]

[Name]

[Date]

[Position]

[Organization]

[Street Address]

[City, State, ZIP]

Dear **[Adult Education Provider]**,

The U.S. Department of Education (ED) is conducting a survey of federally-funded local adult education providers. This is part of ED's *National Study of the Implementation of Adult Education Under the Workforce Innovation and Opportunity Act (WIOA)*.

Your participation in this study will provide ED with information on how adult education is being implemented and the challenges providers of adult education are experiencing. Your responses are critical to obtaining a full and accurate picture of adult education programs that can be shared with policymakers, state administrators, and program providers like you. We cannot get this kind of information from anyone else.

When you receive our e-mail next week, please complete the online survey. It will take about 30 minutes to complete.

ED regulations require that recipients of federal funds cooperate in evaluations of grant programs under which they receive funding (Education Department General Administrative Regulations Section 34 C.F.R. 76.591). As a recipient of Title II WIOA funds, your participation in this study is expected and very appreciated. Sec. 242(b)(4) of the WIOA requires that ED carry out an independent evaluation of the programs and activities funded under Title II. The survey you are being asked to complete is part of a set of studies that will comprise the first national evaluation. The study is funded by ED's Office of Career, Technical and Adult Education (OCTAE) and is being conducted by the American Institutes for Research under contract to ED's Institute of Education Sciences (IES). The Provider Survey has been approved by the Office of Management and Budget (OMB clearance number XXXX-XXXX).

If you have any questions, please feel free to contact the study's contracting officer, Melanie Ali, at 202-245-8345 or melanie.ali@ed.gov. You also may also contact the AIR project director, Stephanie Cronen, at 202-403-5229 or scronen@air.org.

We appreciate your time and look forward to hearing from you.

Sincerely,

[Name, Title]

If you'd like to complete the survey now on your mobile device, just scan this QR code:

[insert QR code]

Provider Survey E-mail Invitation

Subject: Your participation is needed in The National Study of the Implementation of Adult Education

Dear **[Adult Education Provider]**,

Last week, you received a letter about *The National Study of the Implementation of Adult Education Under the Workforce Innovation and Opportunity Act (WIOA)*.

Access the survey. Please use the link below to complete the survey. The survey will take you approximately 30 minutes to complete.

[insert survey link]

Your response is critical! Your participation will help us understand how the federal adult education and literacy grant program is working. We cannot get this kind of information from anyone else. ED regulations require that recipients of federal funds cooperate in evaluations of grant programs under which they receive funding (Education Department General Administrative Regulations Section 34 C.F.R. 76.591). As a recipient of Title II WIOA funds, your participation in this study is expected and very appreciated.

Purpose. The survey data will be used to describe how adult education is being implemented and what challenges local providers are experiencing.

Benefits. Your participation will help provide a full and accurate picture of adult education programs to policymakers and state administrators. We want to hear what your programs are doing, and we value your feedback.

Risks. There are no known risks.

Confidentiality. Information collected for this study comes under the confidentiality and data protection requirements of the Education Sciences Reform Act of 2002, Title I, Part E, Section 183. Responses to this survey will be used only for statistical purposes. The reports prepared for this study will summarize findings, and responses will not be associated with a specific individual or program.

Questions? If you have any questions, please feel free to contact the AIR study team at [\[study e-mail\]](#) or call **[study toll-free number]**.

We appreciate your time and look forward to hearing from you.

Sincerely,

Stephanie Cronen, Project Director
American Institutes for Research

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Provider Survey E-mail Reminders 1 and 2

Subject: Reminder: Your participation is needed in The National Study of the Implementation of Adult Education

Dear **[Adult Education Provider]**,

Recently, you should have an email asking you to participate in *The National Study of the Implementation of Adult Education Under the Workforce Innovation and Opportunity Act (WIOA)*. Please complete your survey as soon as possible.

Access the survey. Please use the link below to complete the survey. The survey will take you approximately 30 minutes to complete.

[insert survey link]

Your response is critical! Your participation will help us understand how the federal adult education and literacy grant program is working. Only you can tell us this. ED regulations require that recipients of federal funds cooperate in evaluations of grant programs under which they receive funding (Education Department General Administrative Regulations Section 34 C.F.R. 76.591). As a recipient of Title II WIOA funds, your participation in this study is expected and very appreciated.

Purpose. The survey data will be used to describe how adult education is being implemented and what challenges local providers are experiencing.

Benefits. Your participation will help provide a full and accurate picture of adult education programs to policymakers and state administrators. We cannot get this information from anyone else, and we value your feedback.

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Provider Survey Reminder Letter

[Insert Study Banner]

[Name]

[Date]

[Position]

[Organization]

[Street Address]

[City, State, ZIP]

Dear **[Adult Education Provider]**,

Recently, you should have received an email asking you to complete a survey as part of *The National Study of the Implementation of Adult Education Under the Workforce Innovation and Opportunity Act (WIOA)*. We would like to know more about the adult education programs being offered in the United States.

Please use the information below to access your survey. It will take you about 30 minutes to complete.

URL: XXXXXXXX.XXX

Login ID: XXXXXXXX

Your participation in this study will provide the U.S. Department of Education (ED) with information on how adult education is being implemented and the challenges providers of adult education are experiencing under the WIOA. Your responses are critical to obtain a full and accurate picture of adult education programs that can be shared with policymakers, state administrators, and program providers like you. We cannot get this kind of information from anyone else.

As a recipient of Title II WIOA funds, your participation in this study is expected and very appreciated. ED regulations require that recipients of federal funds cooperate in evaluations of grant programs under which they receive funding (Education Department General Administrative Regulations Section 34 C.F.R. 76.591). Sec. 242(b)(4) of the WIOA requires that ED carry out an independent evaluation of the programs and activities funded under Title II. The survey you are being asked to complete is part of a set of studies that will comprise the first national evaluation. The Provider Survey has been approved by the Office of Management and Budget (OMB clearance number XXXX-XXXX).

Information collected for this study comes under the confidentiality and data protection requirements of the Education Sciences Reform Act of 2002, Title I, Part E, Section 183. Responses to this survey will be used only for statistical purposes. The reports prepared for this study will summarize findings, and responses will not be associated with a specific individual or program. We will not provide information that identifies you to anyone outside the study team, except as required by law.

If you have any questions, please feel free to contact the AIR study team at [\[study e-mail\]](#) or call [\[study toll-free number\]](#).

We appreciate your time and look forward to hearing from you.

Sincerely,

[Name, Title]

If you'd like to complete the survey now on your mobile device, just scan this QR code:

[insert QR code]

Provider Survey Paper Questionnaire Cover Letter

[Insert Study Banner]

[Name]

[Date]

[Position]

[Organization]

[Street Address]

[City, State, ZIP]

Dear **[Adult Education Provider]**,

We are contacting you to participate in *The National Study of the Implementation of Adult Education Under the Workforce Innovation and Opportunity Act (WIOA)*. We would like to know more about the adult education programs being offered in the United States.

As of this mailing, we have not yet received your completed survey. If you recently submitted your survey online, thank you! If not, please complete the enclosed questionnaire and mail it back to us in the postage-paid envelope by **[DATE]**. The survey will take about 30 minutes to complete.

Your participation in this study will provide the U.S. Department of Education (ED) with information on how adult education is being implemented and the challenges providers of adult education are experiencing under the WIOA. Your responses are critical to obtain a full and accurate picture of adult education programs that can be shared with policymakers, state administrators, and program providers like you. We cannot get this kind of information from anyone else.

ED regulations require that recipients of federal funds to cooperate in evaluations of grant programs under which they receive funding (Education Department General Administrative Regulations Section 34 C.F.R. 76.591). As a recipient of Title II WIOA funds, your participation in this study is expected and very appreciated. Sec. 242(b)(4) of WIOA requires that ED carry out an independent evaluation of the programs and activities funded under Title II. The survey you are being asked to complete is part of a set of studies that will comprise the first national evaluation. The Provider Survey has been approved by the Office of Management and Budget (OMB clearance number XXXX-XXXX).

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If you have any questions, please feel free to contact the AIR study team at [\[study e-mail\]](#) or call **[study toll-free number]**.

We appreciate your time and look forward to hearing from you.

Sincerely,

[Name, Title]

If you'd like to complete the survey now on your mobile device, just scan this QR code:

[insert QR code]

Provider Survey E-mail Reminder 4

Subject: Reminder: Your participation is needed in The National Study of the Implementation of Adult Education

Dear **[Adult Education Provider]**,

Please complete your survey by **[DATE]** using the link below. As a recipient of Title II WIOA funds, the U.S. Department of Education expects your participation in this study. We greatly appreciate your time and effort!

Access the survey. The survey is closing soon, so please use the link below to complete it as soon as possible. It will take about 30 minutes to complete.

[insert survey link]

Your response is critical! Your participation will help us understand how the federal adult education and literacy grant program is working. We can get this kind of information only from you. ED regulations require that recipients of federal funds cooperate in evaluations of grant programs under which they receive funding (Education Department General Administrative Regulations Section 34 C.F.R. 76.591).

Purpose. The survey data will be used to describe how adult education is being implemented and what challenges providers are experiencing.

Benefits. Your participation will help provide a full and accurate picture of adult education programs to policymakers and state administrators. We cannot get this information from anyone else, and we value your feedback.

Risks. There are no known risks.

Confidentiality. Information collected for this study comes under the confidentiality and data protection requirements of the Education Sciences Reform Act of 2002, Title I, Part E, Section 183. Responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings, and responses will not be associated with a specific individual or program.

Questions? If you have any questions, please feel free to contact the AIR study team at [\[study e-mail\]](#) or call **[study toll-free number]**.

We appreciate your time and look forward to hearing from you.

Sincerely,

Stephanie Cronen, Project Director
American Institutes for Research

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Provider Survey Postcard Reminder

Don't forget to complete your survey!

National Study of the Implementation
of Adult Education



National Assessment of Adult Education

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such a collection displays a valid OMB control number. The valid OMB control number for this information collection is XXXX-XXXX. Public reporting burden for this collection is estimated to average 30 minutes.

Dear **[Provider Name]**

Recently, you should have received an email asking you to complete a survey as part of The National Study of the Implementation of Adult Education.

If you did not receive this email, please contact the AIR study team at [\[study e-mail\]](#) or call **[study toll-free number]**.

Your participation is greatly appreciated!

Sincerely,

Stephanie Cronen, Project Director
American Institutes for Research

[Provider Name]
[Agency Name]
[Address 1]
[Address 2]
[City], [State], [ZIP]