

## Appendix K: Web-based Survey E-mail Invitation, Word Version

Subject: Invitation to Complete a Survey for the Administration for Children and Families (ACF)

We invite you to participate in a short web survey about how your state or territory conducts the in-state and out-of-state background checks required for child care workers mandated by the Child Care and Development Block Grant (CCDBG) Act of 2014. In collaboration with the Office of Planning, Research, and Evaluation (OPRE) and the Office of Child Care (OCC), CNA (a research firm) is conducting this study of states' and territories' efforts to implement the background check requirements. The survey focuses on how your state or territory conducts background checks and 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.

ACF will use the data collected through the survey to support the development of promising solutions to strengthen nationwide implementation of child care background checks as mandated by the CCDBG Act and provide states and territories with additional support to facilitate implementation. Please note that 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 interview is 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.

Please use the following link to access your survey and respond by **(Date 2 weeks from initial email to be input here)**.

Survey Website: [UNIQUE LINK FOR EACH STATE AND TERRITORY]

This survey should take no longer than 30 minutes to complete. All responses will be captured in a password-protected database.

You may share the survey link with your colleagues so that they may assist in responding to survey questions. You and your colleagues may log in to the survey as many times as you wish before submitting. The website will automatically save your work as you go.

If you have any questions about the study or about how to complete the survey, you may reach us at ([Project Email TBD@CNA.org](mailto:Project_Email_TBD@CNA.org)) or call us at (XXX) XXX-XXXX. The ACF contact for this study is Meryl Barofsky, Ph.D. ([meryl.barofsky@acf.hhs.gov](mailto:meryl.barofsky@acf.hhs.gov)).

Your participation matters to us. We appreciate your support of this important ACF study.

Thank you,

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.