

Appendix P: Interview E-mail Confirmation, Word Version

Dear [Name]:

Thank you very much for agreeing to participate in an interview to inform ACF's study on the implementation of the CCDBG Act of 2014 out-of-state background check requirements.

Your interview is scheduled for [date, time]. We plan to call you at XXX-XXX-XXX. If this is not the correct contact number, please notify us as soon as possible by e-mail (Project_Email_TBD@CNA.org) or phone (XXX-XXX-XXXX).

We expect the interview to take no more than [complete based on respondent type] of your time.

We have attached a letter from the Office of Child Care (OCC) with details about the study, as well as a copy of the interview guide so that you may review the questions that we will be discussing in advance. The ACF contact for this study is Meryl Barofsky, Ph.D. (meryl.barofsky@acf.hhs.gov).

We look forward to speaking with you on [date] at [time]. We appreciate your support of this important ACF study.

Thank you,

Interviewer name

Interviewer organization

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.
