
APPENDIX 2: PARTICIPANT RECRUITMENT EMAILS

Email 1: Request to participate for program participant (from research team)

Dear [NAME],

My name is [NAME] and I work at [Mathematica Policy Research/MEF Associates]. You were recommended by [NAME] at [PROGRAM NAME/ORGANIZATION] to be interviewed for a study we are doing on promising and innovative employment and training programs.

As [NAME] might have mentioned, we are doing the study for the U.S. Department of Health and Human Services. Our main goal is to learn about and describe several innovative employment and training programs across the country. As part of the study, we are interviewing participants to better understand [PROGRAM NAME] from their perspective. We would like to hear about the types of services you received and your overall experience with the program. We hope you are willing to talk with us for this important study!

We would like to do a 90-minute in-person interview with you at a location that is convenient for you. We will be in [CITY, STATE] visiting [PROGRAM/ORGANIZATION] from [DATE] to [DATE] and would like to arrange a time for one of us to speak with you while we are in town. In appreciation for participating in the interview, we will give you a \$20 gift card.

Please reply to this email or call me at [PHONE] with any questions or to confirm your willingness to give us an interview. Once I hear back from you, we can agree on a location and work together to arrange a time between [DATE] to [DATE] that you are available.

You can also call {NAME] at [ORGANIZATION] if you have any questions.

Thanks so much and I look forward to hearing back from you!

Sincerely,

[NAME]

[SIGNATURE]

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Email 2: Request to participate for program participant (from program staff)

Dear [NAME],

I'm reaching out about your involvement in an important study that will showcase promising and innovative employment and training programs. Our [NAME OF PROGRAM] was one of the programs selected!

Mathematica Policy Research and its partner, MEF Associates, are conducting the study of [PROGRAM] for a project sponsored by the Office of Planning, Research, and Evaluation (OPRE) in the U.S. Department of Health and Human Services (DHHS). For this project, they are highlighting up to 12 innovative employment and training programs across the country that demonstrate strong connections to child care and other supports. As part of their work, they are talking with participants of each program to better understand the program from their perspective. They would like to hear from you about the types of services you received and your overall experience with the program. We hope you are willing to share your insight for this important study!

[Mathematica/MEF Associates] would like to request a 1.5 hour interview with you at a location that is convenient for you. Two members of the research team will be in [CITY, STATE] visiting [PROGRAM/ORGANIZATION] from [DATE] to [DATE] and would like to arrange a time to speak with you while they are in town. In appreciation for participating in the interview, they will be able to provide you with a \$20 gift card.

Please reply to this email or call me at [PHONE] with any questions or to confirm your willingness to participate in an interview. Once I hear back from you, we can agree on a location and work together to arrange a time between [DATE] to [DATE] that you are available for the interview.

Thanks so much and I look forward to hearing back from you!

Sincerely,

[NAME]

[SIGNATURE]

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