

Payment Procedure

This is the procedure for obtaining proof that we have given the participant the \$40 for their participation in our study. There are three different ways that a participant could receive the payment, which we plan to pay in cash:

1. In-person session (if stay at home orders are lifted and session is conducted in person)

We have the participant sign the voucher at the end of the session and we hand the cash to the participant.

2. Remote session: If stay at home orders are still in place and sessions are conducted remotely, we will have a phone conversation with the participant and tell them there are two different ways for how they can receive payment. They will have to choose one of the next two options:

A. Send voucher to participant and participant sends back a signed voucher prior to user session. If the participant has a way to print the voucher we will email the voucher prior to the session (at the same time we email the consent form). The respondent signs the voucher and sends it back to us via email prior to the start of the session. If participant does not have a printer we could send the voucher through the mail. They will still need to sign it, take a picture or scan it, and email it back to us prior to the session.

At the end of the session, the test administrator sends the money using USPS Priority mail.

OR

B. Use Certified mail for sending the money after the session. At the end of the session, the test administrator sends the money using certified mail and return receipt. This requires the participant to answer the door and sign the certified mail that the postal worker hands them. It is also possible that the USPS requires an ID to verify their identity and/or have the participant come to their local post office to pick up the certified mail piece.

Email wording:

Greetings XXXXX,

We are looking forward to working with you on the upcoming CEDSCI usability study. Attached find the documents you will need for participating in the session. You will also need to have Skype for Business installed on your computer prior to our user session. If you do not yet have Skype for Business installed on your computer, you will need to download it. Please go to the following URL to download Skype for Business: <https://support.office.com/en-us/article/install-skype-for-business-8a0d4da8-9d58-44f9-9759-5c8f340cb3fb>

If you have any questions please contact me.

shelley.b.feuer@census.gov or 301.763.0873

Thanks,
Shelley

Incentive Receipt Acknowledgment Form

Standard Form 1034 September 1973 Treasury FRM 2000	PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL	VOUCHER NO.			
U.S. DEPARTMENT, BUREAU OR ESTABLISHMENT AND LOCATION U.S. Department of Commerce Bureau of the Census Washington, DC 20233-9100	DATE VOUCHER PREPARED	SCHEDULE NO.			
	CONTRACT NUMBER AND DATE	PAID BY			
	REQ. NUMBER AND DATE				
PLEASE PRINT NAME & ADDRESS BELOW: PAYEE=S NAME AND ADDRESS		DATE INVOICE RECEIVED			
SHIPPED FROM		TO			
WEIGHT		GOVERNMENT B/L NUMBER			
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>	QUAN- TITY	UNIT PRICE	AMOUNT
				COST PER	
		For participating in a usability test as part of research on the CEDSCI Web tool. Usability Laboratory Center for Survey Methods Research Statistical Research Division Received by: _____ Date: _____			\$40.00
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below)					
TOTAL					
PAYMENT: <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	APPROVED FOR \$40.00	EXCHANGE RATE = \$1.00	DIFFERENCES		
BY:		TITLE:			
Amount verified correct for		\$40.00			
(Signature or initials)					
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment					
_____ (Date)	_____ (Authorized Certifying Officer)			_____ (Title)	
ACCOUNTING CLASSIFICATION					

Project/Task: 4356F20-000; Organizational Code: 11-09-0098-00-00-00-00; Obj. Class: 25-20-04-02			
CHECK NUMBER	ON TREASURER OF THE UNITED STATES	CHECK NUMBER	ON (Name of Bank)
CASH	DATE	PAYEE	
PER		TITLE	