

Appendix B: CHaRMED Email and Phone Scripts

This appendix has the following email and phone scripts:

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Introduction to CHaRMED Study Email

[EMAIL/PHONE SCRIPT FOR FATHERHOOD PROGRAM]

Dear **[FATHERHOOD PROGRAM POINT OF CONTACT]**,

My name is Mindy Scott, and I work at Child Trends, an independent research organization. I am leading a study funded by the Administration for Children and Families in the U.S. Department of Health and Human Services to better understand the services that fatherhood programs provide to support fathers' healthy romantic and coparenting relationships. The goal of this study is to learn more about approaches that fatherhood programs currently use, or could use in the future, to support fathers' healthy coparenting and romantic relationships. **We are reaching out to you because we would like to learn more about your program and see if your program would be a good fit to participate in the study.**

As a part of this effort, the study team will be visiting fatherhood programs. During the program visits, we would like to interview program facilitators, program directors, and nonparticipating fathers. Nonparticipating fathers include those who are currently enrolled in your fatherhood program but never received coparenting or marriage/romantic relationship education services; are currently enrolled in your fatherhood program and received coparenting or marriage/romantic relationship education services but dropped out of these services before they were complete; or are no longer enrolled in your program and stopped

the program before completing coparenting or marriage/romantic relationship education services. We also want to conduct a focus group with fathers currently enrolled in the fatherhood program who *are* receiving program content specific to coparenting or Healthy Marriage and Relationship Education (HMRE). At some sites, we hope to observe one or two fatherhood program sessions, interview staff working at partner organizations, and conduct a focus group with coparents of participant fathers. Most of these activities will take place during our site visits, which will likely span 2-3 days.

We hope to visit programs throughout the country that serve a diverse range of target populations and offer different HMRE and coparenting services.

To understand better if your program would be a good fit for our study, we would like to set up a study screener call. During the study screener call, we'll discuss information about your program such as the characteristics of program clients, services provided, and information about partnerships. **If you are interested in participating in the study, please email or call us at your earliest convenience with days and times you are available to participate in the study screener call. We expect the call to take about 30 minutes. Preparation time is not required.** If you are selected for the study and agree to the program visit, any information collected for the study will be kept private, and neither your organization nor your staff will be named in any reports without your permission. Fathers and coparents who participate in the study will not be named in any reports. Participation in this study is completely voluntary; your decision to participate will have no effect on your grant funding or standing with the Office of Family Affairs (OFA).

Our study point of contact, **[NAME]**, can be reached at **[PHONE]** or **[EMAIL]**.

Thank you in advance for your participation,

Mindy Scott, Study Director

Please note that 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 control number for the described collection is 0970-XXXX and it expires on XX/XX/2021.

By responding to this email, I understand that my intent to participate in the screener call, along with my name and contact information, will be shared with the study team. I also understand that, because my information will be shared via email and that email is not secure, there is a possibility that others beyond the intended recipients could see my information. I consent for the study team to transmit my information via email.

Introduction Email to Curriculum Developers

Good **[morning, afternoon]**,

My name is **[NAME]**. I work at Child Trends, an independent research organization, and I am part of a study team that is helping the Administration for Children and Families understand how fatherhood programs are supporting fathers' healthy coparenting and romantic relationships.

As part of this work, we are identifying curricula that are being used in fatherhood programs or that might be used to teach fathers about healthy relationships, including both coparenting and romantic relationships.

We are very interested in learning more about **[CURRICULUM NAME]**, and I would appreciate having the opportunity to chat by phone to learn a bit more. This call will take about 60 minutes of your time. Our goal is to better understand how these curricula meet the needs of fatherhood programs in their efforts to promote healthy coparenting and romantic relationships.

Please let me know if you would be willing to talk to us. If yes, can you let me know some times that might work for you in the next two weeks. We expect this call will last no longer than one hour.

Thank you in advance for your participation,
[NAME]

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By responding to this email, I understand that my intent to participate in the study, along with my name and contact information, will be shared with the study team. I also understand that, because my information will be shared via email and that email is not secure, there is a possibility that others beyond the intended recipients could see my information. I consent for the study team to transmit my information via email.

Recruitment and Logistics Email and Phone Scripts

EMAIL/PHONE SCRIPT TO FATHERHOOD PROGRAM POINT OF CONTACT TO SORT OUT LOGISTICS OF FATHERHOOD PROGRAM VISIT

Dear **[FATHERHOOD PROGRAM POINT OF CONTACT]**,

It was great speaking with you on **[DATE OF STUDY SCREENER]**. You have been selected to participate in a program visit for the study that Child Trends, with funding from ACF, is conducting to better understand how fatherhood programs support fathers' healthy coparenting and romantic relationships. Our study team is enthusiastic to have the opportunity to visit your organization and learn more about your fatherhood program. We would like to schedule this visit to take place for 2-3 days sometime in the next two months.

During this visit, we would like to learn about the ways your organization supports healthy coparenting and romantic relationships among fatherhood program participants. To do this, we would like to:

- Observe one or two program sessions;
- Interview you or another program director;
- Interview at least one program facilitator;
- Interview one or two fathers who are not receiving coparenting or marriage/romantic relationship education services at your program—specifically, fathers who are:
 - o currently enrolled in your fatherhood program but never received coparenting or marriage/romantic relationship education services;
 - o currently enrolled in your fatherhood program, received coparenting or marriage/romantic relationship education services, but dropped out of these services before they were complete; or
 - o are no longer enrolled in your program and stopped the program before completing coparenting or marriage/romantic relationship education services.
- Hold a focus group with 6-8 fathers currently enrolled in your program;
- **[IF FATHERHOOD PROGRAM IS PARTNERING WITH ANOTHER ORGANIZATION TO IMPLEMENT COPARENTING AND MARRIAGE/ROMANTIC RELATIONSHIP EDUCATION RELATED SERVICES]** Interview 1-2 individuals from each partnering organization who help to provide services related to coparenting and marriage/romantic relationship education;
- **[IF FATHERHOOD PROGRAM ENGAGES COPARENTS IN SOME WAY]** Hold a focus group with 6-8 coparents of fathers currently enrolled in your program.

Any information collected for the study will be kept private, and neither your organization nor your staff will be named in any reports without your permission. Fathers and coparents who participate in the study will not be named in any reports. Each interview and focus group should take about 60-90 minutes, and we expect scheduling and coordination to take no more than 30 additional minutes of the participants' time. The interviews and focus groups will require no additional participant preparation time, and are voluntary.

We would also like to ask for your help scheduling the staff and father interviews and the focus group(s). We expect this will take approximately one hour of your time per interview/focus group. I have attached a letter describing how to invite fathers and

coparents to the interviews and focus groups. For your information, I have also attached consent forms for the staff and father interviews and the focus groups; these describe the interviews and focus groups in more detail, including participants' rights as respondents in the study. The study team will provide participants with consent forms before conducting the interviews and focus groups.

If you are willing to participate in a program visit, please do the following:

- **Confirm the following contact information for [PARTNER CONTACT]: [EMAIL]**
- **Send an email to [EMAIL] with the best dates for us to visit your organization for 2-3 days.**
 - o These dates should include a time when we can observe **at least one** program session or staff training.
 - o They should include a time when we can talk with 1-2 program directors (including yourself) and 1-2 program facilitators.
 - o They should include a time when we can hold [a] focus group(s) for fathers [and coparents] at your organization.
 - o Please confirm whether you are the best person to help us schedule staff interviews, interviews with fathers, and focus groups for both fathers and coparents. If there is someone else you would like us to contact, please put us in contact with that person for help coordinating the logistics of scheduling the focus groups moving forward.
 - o **[IF APPLICABLE]** Please note that during the observations of program sessions, no one from your organization will be asked to interact with us or provide us with any information directly, so we will not require any of your staff's time.

Please do not hesitate to call or email [NAME], at [PHONE] or [EMAIL] if you have any questions.

Best,

[NAME]

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By responding to this email, I understand that my intent to participate in the study, along with my name and contact information, will be shared with the study team. I also understand that, because my information will be shared via email and that email is not secure, there is a possibility that others beyond the intended recipients could see my information. I consent for the study team to transmit my information via email.

EMAIL/PHONE SCRIPT TO PARTNER ORGANIZATION POINT OF CONTACT TO SORT OUT LOGISTICS FOR PARTNER ORGANIZATION STAFF INTERVIEW

Dear **[PARTNER ORGANIZATION POINT OF CONTACT]**,

My name is [NAME], and I work at Child Trends, an independent research organization. We are leading a study funded by the Administration for Children and Families in the U.S. Department of Health and Human Services to better understand the services that fatherhood programs provide to support fathers' healthy romantic and coparenting relationships. The goal of this study is to learn more about approaches that fatherhood programs currently use, or could use in the future, to support fathers' healthy coparenting and romantic relationships. As part of this study, we are visiting **[FATHERHOOD PROGRAM that they partner with]** to interview their staff and participants. We are reaching out to you because we understand that you partner with **[FATHERHOOD PROGRAM]**.

We are visiting **[FATHERHOOD PROGRAM]** on **[DATES]** and during this time we would like to learn about the ways your organization works with **[FATHERHOOD PROGRAM]** to support healthy coparenting and romantic relationships among fatherhood program participants. To do this, we would like to:

- Interview 1-2 staff from your organization;
- **[IF APPLICABLE]** Observe one or two program sessions.

Any information collected for the study will be kept private, and neither your organization nor your staff will be named in any reports without your permission. Each staff interview will take about 90 minutes, and we expect scheduling and coordination to take no more than 30 additional minutes per participant. The interview will require no additional preparation time, and is voluntary. I have attached a consent form to this letter that describes the interviews in more detail, including interviewees' rights as respondents in the study.

- **If you are willing to participate in a program visit, please confirm that we can use email to share study information and schedule program visits and interviews. Please call us if you prefer to share this information by telephone.**
- **Send an email to [EMAIL] with the names and contact information of 1-2 staff who you feel would be most appropriate for us to interview. Please let us know if you are most appropriate for us to interview. [IF APPLICABLE] Please let us know whether there are any program sessions related to coparenting and healthy marriage/romantic relationship education that we can observe during the visit.**

Please do not hesitate to call or email **[NAME]**, at **[PHONE]** or **[EMAIL]** if you have any questions.

Best,

[NAME]

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By responding to this email, I understand that my intent to participate in the study, along with my name and contact information, will be shared with the study team. I also understand that, because my information will be shared via email and that email is not secure, there is a possibility that others beyond the intended recipients could see my information. I consent for the study team to transmit my information via email.

**EMAIL/PHONE SCRIPT FOR RECRUITMENT OF INTERVIEW PARTICIPANTS
(FATHERHOOD PROGRAM DIRECTORS, FATHERHOOD PROGRAM FACILITATORS,
PROGRAM PARTNERS) - IF NEEDED SINCE DIRECTORS WILL HELP US
IDENTIFY/SCHEDULE.**

Dear **[PARTICIPANT]**,

My name is **[NAME]** and I work at Child Trends, an independent research organization. We lead a study funded by the Administration for Children and Families in the U.S. Department of Health and Human Services about how fatherhood programs support healthy coparenting and romantic relationships among program participants.

As a part of this study, we would like to interview you to learn about the ways you and your organization support healthy coparenting and romantic relationships among participating fathers.

We received your name from **[POINT OF CONTACT]**. We are hoping you may be interested in participating in an interview during our visit to **[FATHERHOOD PROGRAM]** on **[PROGRAM VISIT DATES]**. The interview will take about 90 minutes, and we expect scheduling and coordination to take no more than 30 additional minutes. The interview will require no additional preparation time, and is voluntary. I have attached a consent form that describes the interview in more detail, including your rights as a respondent in the study. Any information you share will be kept private, and neither you nor your organization will be named in any reports without your permission. Once we determine a time for the interview, we will work with you to find a location that is convenient for you, either at **[FATHERHOOD PROGRAM]**, in a public place such as a coffee shop or library, or via telephone.

If you are interested in participating in the interview or have any questions, please email or call **[NAME]**, at **[PHONE]** or **[EMAIL]** and let us know when is the best time to conduct the interview. If you email, please confirm that we have your permission to email with additional study information and to schedule your interview.

Best,

[NAME]

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By responding to this email, I understand that my intent to participate in the study, along with my name and contact information, will be shared with the study team. I also understand that, because my information will be shared via email and that email is not secure, there is a possibility that others beyond the intended recipients could see my information. I consent for the study team to transmit my information via email.

EMAIL/PHONE SCRIPT FOR RECRUITMENT OF NONPARTICIPATING FATHERS - IF NEEDED SINCE DIRECTORS WILL HELP US IDENTIFY/SCHEDULE. NOTE IF FATHERS PREFER PHONE THEY WILL REACH OUT TO US AND WE CAN USE THIS SCRIPT FOR THOSE PHONE CALLS

Dear **[PARTICIPANT]**,

My name is **[NAME]** and I work at Child Trends, an independent research organization. We lead a study funded by the Administration for Children and Families in the U.S. Department of Health and Human Services about how fatherhood programs support healthy coparenting and romantic relationships among program participants.

As a part of this study, we would like to interview you to learn about ways **[FATHERHOOD PROGRAM]** can be improved to better meet the needs of dads like you.

We are hoping you may be interested in participating in an interview during our visit to **[FATHERHOOD PROGRAM]** on **[PROGRAM VISIT DATES]**. Participation is voluntary, and we expect that the interview will take about 60 minutes of your time. You will not need to prepare for the interview in any way other than scheduling, which will take no more than 30 minutes. I have attached a consent form that describes the interview in more detail, including your rights as a respondent in the study. Any information you share will be kept private, and you will not be named in any reports. Once we determine a time for the interview, we will work with you to find a location that is convenient for you, either at **[FATHERHOOD PROGRAM]**, in a public place such as a coffee shop or library, or via telephone.

If you are interested in participating in the interview or have any questions, please email or call **[NAME]**, at **[PHONE]** or **[EMAIL]** and let us know when is the best time to conduct the interview. If you email, please confirm that we have your permission to email with additional study information and to schedule your interview.

As a thank you for your participation, you will receive a \$30 gift card.

Best,

[NAME]

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By responding to this email, I understand that my intent to participate in the interview, along with my name and contact information, will be shared with the study team. I also understand that, because my information will be shared via email and that email is not secure, there is a possibility that others beyond the intended recipients could see my information. I consent for the study team to transmit my information via email.

Letter to Program on Coordinating Interviews and Focus Groups

Dear **[NAME]**,

We look forward to visiting your program as part of the study about how fatherhood programs support fathers' healthy coparenting and romantic relationships. We want to thank you for working with us to arrange the visit. As we recently discussed, we would like to ask for your help in identifying and inviting potential participants for interviews and **[1-2]** focus groups we plan to conduct during our visit. This letter provides more background information on the nature of these interviews and focus groups and guidance on how to invite potential participants.

INTERVIEWS

What is the purpose of the interviews? As part of the study, we plan to interview fathers who are currently or were formerly enrolled in the fatherhood program but never received or dropped out before completing the program content specific to coparenting or marriage/relationship education services. These interviews will allow the researchers to learn about the perspectives of these fathers and what could better support their romantic and coparenting relationships.

How will the findings from the interviews be used? The study team will use the participants' views to inform one or more reports for the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services. These reports will aim to help ACF and the broader field better understand how to better support fathers' coparenting and healthy romantic relationships through fatherhood program services.

What will be discussed in the interviews? Participants will be asked about their interactions with your fatherhood program, their experiences with romantic and coparenting relationships, the services and support they received at your program and how they felt about them, and why they did not attend or stopped attending coparenting or marriage/relationship education services.

Who should be invited to participate in the interviews? We are interested in interviewing fathers who are either:

- currently enrolled in your fatherhood program but never received coparenting or marriage/romantic relationship education services;
- currently enrolled in your fatherhood program, received coparenting or marriage/romantic relationship education services, but dropped out of these services before they were complete; or
- are no longer enrolled in your program and stopped the program before completing coparenting or marriage/romantic relationship education services.

Fathers with children under the age of 18 should be prioritized.

We would like to interview 1-2 of these fathers from each program we visit.

How should I invite interview participants? We defer to you whether you prefer to reach out by phone, email, make an announcement during a program session or other

program activity, or by another means. When you talk with them, the following information should be provided:

- That the purpose of the study is to better understand the fathers' experiences as coparents and romantic partners, their interactions with your program, and how they feel program services have supported and could better support their healthy relationships.
- That they will be asked questions about the services and supports they receive from your program.
- That participation is voluntary, and they should feel free to not participate if they do not want to. If they do choose to participate, they can choose not to answer any questions they do not want to.
- Their participation may help improve services for fathers in the future.
- Those who participate will receive a \$30 gift card to thank them for their participation.

Once fathers receive this information and express interest in being interviewed, please either (a) schedule interviews with two fathers, or (b) put us in touch with 4-6 fathers who have expressed interest so that we can follow up with them to schedule an interview. You can put us in touch either by introducing us via text or email, sending their phone number so we may call them, or giving them our phone number so they can call us.

FOCUS GROUPS

What is the purpose of the focus groups? As part of the study, we plan to conduct **[1-2]** focus groups at each site: one with fathers currently served by your program [**IF APPLICABLE**, and one with coparents of current program participants]. The focus group(s) will allow the researchers to learn about the perspectives of the fathers [and coparents] served by the program.

How will the findings from the focus group be used? The study team will use the participants' views to inform one or more reports for ACF in the U.S. Department of Health and Human Services. These reports will aim to help ACF and the broader field better understand how to better support fathers' coparenting and healthy romantic relationships through fatherhood program services.

What will be discussed in the groups? Participants will be asked about their interactions with your fatherhood program, the services and supports they received and how they feel about them, their experiences as parents, and their experiences with romantic and coparenting relationships.

Who should be invited to participate in the focus groups? We would like each focus group to include 6-8 participants. We typically recruit 10-12 people to ensure that 6-8 will show up, which often involves reaching out to about 20 individuals. Participants will include the following:

- *Father group.* This group will consist of fathers who are currently served by your program and participate in coparenting and/or HMRE (Healthy Marriage and Relationship Education) services. These services could include classes that all participants are required to take that touch on these topics, or special workshops or individual services that cover these topics. We ask that you identify fathers who are

likely to be comfortable discussing the topics to be covered in the focus group, including interactions with your program and experiences as fathers. **We will ask you to recruit 10-12 fathers to participate in these groups, schedule the meeting time, and remind them before the group of the date and time. If your program has more than one facilitator leading groups of fathers, we ask that the 10-12 fathers recruited include a mix from across facilitators.**

- *Coparent group.* This group will consist of coparents of the fathers served by your program. They do not need to be the coparents of the fathers participating in the father focus group. These can include any individuals that help the fathers raise and share responsibility for their children, such as the children's mother(s), the fathers' current partners, the fathers' parents, or other adults and relatives. **We will ask you to recruit 10-12 coparents to participate in these groups, schedule the meeting time, and remind them before the group of the date and time.**

How should I invite focus group participants? We defer to you whether you prefer to reach out by phone, email, make an announcement during a program session or other program activity, or by another means. We have developed flyers (attached) that you may post on a wall or hand out to fathers and coparents. You may also give the coparents flyer to fathers to pass on to their coparents. We have also developed a handout (attached) with FAQs that you can provide to fathers and coparents.

When you talk with potential focus group participants, the following information should be provided:

- The time, date, and location of the focus group, as well as the expected length of time commitment involved (about 90 minutes for the focus group plus 30 minutes for scheduling and coordination).
- That the purpose of the study is to better understand the fathers' and coparents' experiences as parents, coparents, and romantic partners, their interactions with your program, and how they feel program services have supported and could better support their healthy relationships.
- That they will be asked questions about the services and supports they receive from your program.
- That we will ask for permission to audio record the session.
- That participation is voluntary, and they should feel free to not participate if they do not want to. If they do choose to participate, they can choose not to answer any questions they do not want to.
- Their participation may help improve services for fathers in the future.
- Those who participate will receive a \$30 gift card to thank them for their participation.

Note: it is **very important** that individuals invited to the focus groups and interviews understand that their decision to participate in the study is voluntary and do not feel that your program is requiring their participation. It is also important that they understand the types of topics that will be discussed and understand this activity is different from the regular peer meetings that your program facilitates.

If you have any other questions about the study or how to invite participants, please feel free to contact us at **[EMAIL]**.

Sincerely,

The CHaRMED Study Team

Reminder Scripts Program Visit

Email to send to fatherhood program point of contact

Dear **[POINT OF CONTACT]**,

This is a confirmation that members of our team at Child Trends will be on site at **[LOCATION]** next week, **[DATES]**. We plan to observe your **[FATHERHOOD PROGRAM]**, **[NAME of CLASS]** on **[DATE AND TIME]**. **[X]** and **[Y]** will be in **[CITY]** from **[DATE TO DATE]**. We will be in touch with individual interview participants to remind them of their scheduled interview times. Attached you will find an itinerary of the overall schedule for our visit.

We look forward to meeting you in person and learning more about your program. Remember that any information collected during our visit will be kept private, and neither your organization nor your staff will be named in any reports without your permission. Fathers and coparents who participate in the study will not be named in any reports. Please do not hesitate to reach out to us with any questions over the next week. I have copied both **[X]** and **[Y]** on this email so that you can get in touch with them directly as needed.

We also want to thank you for your help scheduling the focus groups for our visit. Please let us know if you have any questions about them before we arrive.

Thank you again,

[NAME]

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Email to send to nonparticipating fathers

Dear **[PARTICIPANT]**,

We are writing to confirm our interview with you at **[DATE AND TIME]**. As we discussed, we will meet you at **[LOCATION]**. I have attached another copy of the consent form for you to look over before the interview. Remember that any information you share with us during our conversation will be kept private and you will not be named in any reports.

If you have any questions please do not hesitate to contact me or your interviewer, **[X]**. You can reach me by responding to this email and you can reach your interviewer, **[X]** by email at **[EMAIL]**. You can also reach me by phone at **[PHONE]**.

Thank you again,

[NAME]

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Text to send to non-participating fathers

Hi, my name is **[NAME]** from Child Trends. I'm texting to confirm your study interview on **[DATE AND TIME]** at **[LOCATION]**.

Email to send to program or partner staff

Dear **[PARTICIPANT]**,

We are writing to confirm our interview with you at **[DATE AND TIME]**. As we discussed, we will meet you at **[LOCATION]**. I have attached another copy of the consent form for you to look over before the interview. Remember that any information you share with us during our conversation will be kept private and neither you nor your organization will be named in any reports without your permission. Program participants who participate in the study will not be named in any reports.

If you have any questions please do not hesitate to contact me or your interviewer, **[X]**. You can reach me by responding to this email and you can reach your interviewer, **[X]** by email at **[EMAIL]**. You can also reach me by phone at **[PHONE]**.

Thank you again,

[NAME]

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Thank You for Participating Scripts

[EMAIL TO FATHERHOOD PROGRAM OR PARTNER ORGANIZATION STAFF/POC]

Dear **[RESPONDENT]**,

Thank you for taking the time to meet with [me/my team] as part of the CHaRMED study. We value your time and look forward to using your input to describe fatherhood programs and their partners and the ways your organization supports fathers' healthy coparenting and romantic relationships. Remember that all information collected for the study will remain private, and neither your organization nor your staff will be named in any reports without your permission. Additionally, no program participants will be named in any reports.

If you have any questions about the study, please call me at **[PHONE]** or email me at **[EMAIL]**.

Thank you again for your valuable contribution.

Sincerely,

[NAME]

The Paperwork Reduction Act Statement: 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 control number for the referenced collection is 0970-XXXX and it expires on XX/XX/2021.

[TO BE HANDED TO NONPARTICIPATING FATHERS]

Thank you for taking the time to meet with my team. We value your time. We look forward to using your input to describe how fatherhood programs can better support fathers' healthy coparenting and romantic relationships. Remember that we will keep private all information you shared.

Please accept this \$30 gift card as a thank you for your participation.

If you have any questions about the study, please call me at **[PHONE]** or email me at **[EMAIL]**.

Thank you again for your valuable contribution.

Sincerely,

[NAME]

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[TO BE HANDED TO FOCUS GROUP PARTICIPANTS]

Thank you for taking the time to participate in a focus group with us. We value your time. We look forward to using your input to describe how fatherhood programs can better support fathers' healthy coparenting and romantic relationships. Remember that we will keep private all information you shared.

Please accept this \$30 gift card as a thank you for your participation.

If you have any questions about the study, please call me at **[PHONE]** or email me at **[EMAIL]**.

Thank you again for your valuable contribution.

Sincerely,

[NAME]

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[EMAIL TO CURRICULUM DEVELOPERS]

Dear **[RESPONDENT]**,

Thank you for taking the time to talk with my team as part of the CHaRMED study. We value your time and look forward to using your input to describe the current curricula used by fatherhood programs to support and promote healthy coparenting and romantic relationships. Remember that all information collected for the study will remain private, and you or your curriculum will not be named in any reports without your permission.

If you have any questions about the study, please call me at **[PHONE]** or email me at **[EMAIL]**.

Thank you again for your valuable contribution.

Sincerely,

[NAME]

The Paperwork Reduction Act Statement: 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 control number for the referenced collection is 0970-XXXX and it expires on XX/XX/2021.