

## MEMORANDUM

**TO:** Office of Management and Budget (OMB)

**FROM:** Office of Planning, Research, and Evaluation (OPRE) **DATE:** 11/5/2018

**SUBJECT:** Request for Nonsubstantive Changes to the Evaluation of Employment Coaching for TANF and Related Populations OMB Package (OMB Control Number 0970-0506)

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This memo summarizes nonsubstantive changes we would like to make to attachments for the Evaluation of Employment Coaching for TANF and Related Populations OMB Package (OMB Control Number 0970-0506).

The following changes were required by an Institutional Review Board:

- Attachment D. Semi-structured management staff and supervisor interviews: We added a sentence to each protocol clarifying to respondents that no identified information from the interviews will be shared by the researchers with anybody from the program or agency.
- Attachment F. In-depth participant interviews: We clarified the interview duration in the introductory statement. We also added the following two recruitment documents: a telephone script to recruit participants and set up the in-depth interview and a follow-up letter to remind participants of their scheduled appointment.
- Attachment M. Instructions for video recording coaching sessions: Our approved OMB package includes instructions for video recording coaching sessions and obtaining consent from participants. This nonsubstantive change provides additional guidance to facilitate the consent process. We added detail to clarify the instructions for the coaches. We also added a verbal consent script, which coaches will use to consent participants before recording their coaching sessions.

These changes will not increase participant burden. We included revised versions of attachments D, F, and M.