

Appendix L: Web-Based Survey Reminder Email, Word Version

Subject: Reminder to Complete a Survey for the Administration for Children and Families (ACF)

We recently emailed you a link to an online survey focused on how your state or territory has implemented the in-state and out-of-state background check requirements of the Child Care and Development Block Grant (CCDBG) Act of 2014. To date, we have not received a completed survey from your agency.

The sole purpose of the survey is to gather data to inform how ACF can better support state and territory agencies in their implementation of the background check requirements. The information that you provide will not be used for punitive or compliance-related decisions or actions.

This interview is completely voluntary and individual responses will not be attributed to you. Information collected will be kept private to the extent permitted by law. Responses may be combined and shared in aggregate at the state level with ACF to inform technical assistance resources.

Please use the following link to access your survey:

Survey Website: [UNIQUE LINK FOR EACH STATE AND TERRITORY]

Please submit your survey as soon as possible but no later than [DATE].

This survey should take no longer than 30 minutes to complete.

If you have any questions about the study or about how to complete the survey, you may reach us at ([Project Email TBD@CNA.org](mailto:Project_Email_TBD@CNA.org)) or call us at (XXX) XXX-XXXX. The ACF contact for this study is Meryl Barofsky, Ph.D. (meryl.barofsky@acf.hhs.gov).

Your participation matters to us. We appreciate your support of this important ACF study.

Thank you,

Name
Position