

ATTACHMENT A

FCL PHONE MEETING EMAIL TEMPLATE

Fathers and Continuous Learning in Child Welfare
Phone Meeting Email Template

Subject: Telephone Meeting Request for the Fathers and Continuous Learning in Child Welfare Project

Dear [INSERT NAME],

I am writing to you on behalf of the Fathers and Continuous Learning (FCL) project team at Mathematica Policy Research. We were recently awarded a contract by the U.S. Department of Health and Human Services to develop a multisite project and pilot study that involves working collaboratively with child welfare agencies to improve engagement of fathers and paternal relatives of children involved in the child welfare system.

We are at an early stage of gathering information for the project and learning more about strategies that are currently being used to engage fathers and paternal relatives. We'd like the opportunity to speak with you or your designee by phone for one hour. During the call, we hope to learn more about [INSERT AGENCY NAME] and use your experiences to inform our pilot study design. What we learn from you may be used to help identify candidate agencies for the pilot study.

Attached is a brief description to give you some additional background on the FCL project, as well as a list of topics that we'd like to touch on during the call. You do not need to prepare anything in advance.

If you have any documents or other materials that summarize your work with fathers and paternal relatives, please send them in advance of our telephone call. An organizational chart would also be helpful.

Please let me know a time that works for you. Below are a few suggestions.

Thank you,

The Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to gather preliminary information about father and paternal relative engagement in child welfare, and explore with child welfare agencies the research questions that are of interest and the design options that are feasible. 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. Send comments regarding any other aspect of this collection of information, including suggestions for reducing burden to Matthew Stagner; mstagner@mathematica-mpr.com; Attn: OMB-PRA (0970-0356).

