

**Supporting Statement
for OMB Clearance
Request**

**Appendix L2: 72-
Month Follow-up
Survey Advance
Letter**

**Pathways for Advancing
Careers and Education
(PACE) – Follow-up Data
Collection**

OMB No. 0970-0397

May 2017

Submitted by:
Nicole Constance
Office of Planning, Research
and Evaluation
Administration for Children
and Families
**U.S. Department of Health and
Human Services**

Appendix G: Advance Letter

Month, Date, Year

Dear <First Name> <Middle Initial> <Last Name>,

Thank you for agreeing to participate in the study of career pathways programs known as Pathways for Advancing Careers and Education (PACE).¹ When you applied to participate in <PROGRAM NAME> in <SITE> you agreed to be part of a voluntary research study. The study is being funded by the Administration for Children and Families (ACF). ACF is part of the U.S. Department of Health and Human Services (HHS). Abt Associates is conducting the study for ACF.

When you applied to be part of the program in [RA MONTHYEAR], you signed a participation agreement that explained that researchers will want to conduct one or more future surveys with you. We are writing to let you know that we are getting ready to start the next follow-up survey.

- Your 72-month interview is scheduled to take place starting in [MONTH OF SURVEY RELEASE].

As part of this survey, an interviewer from Abt Associates will contact you to explain the survey and select a time that is best for you to complete the interview.

- The surveys will help researchers and ACF learn more about your experiences since you applied to the PACE program.
- The surveys will ask about your education and training experiences, the jobs you have had, and how things are going for you.
- We are interested in the experiences of everyone who applied to the PACE program, even if you were not selected to participate in the program.

You can choose whether to participate in the survey or not.

- Your experiences are unique and your participation is important.
- You can help us understand how different types of training and services can help people learn skills to get jobs.

If you choose to participate or not, any assistance that you currently receive, or may be eligible to receive in the future will not be affected. If you choose to participate, researchers will make every attempt to keep your information private. Only the researchers involved in this study will see your responses.

The interview will last about 45 minutes, and upon completion of the survey, you will receive a token of appreciation valued at \$45.

If you have any questions or would like to schedule your interview, please call [Abt Associates toll-free #].

Sincerely,

¹ When you agreed to participate in the study, it was known by the title *Innovative Strategies for Increasing Self-Sufficiency*.

Brenda Rodriguez, Abt Associates Survey Director

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