

Appendix E.

Email from Program Directors to Respondents-In Person

To: [Prospective Interviewee]

From: [Program Director or Designee]

Subject: Invitation to Interview with the ACF Human Services Programs in Rural Contexts Study

Dear [Insert Prospective Interviewee Name]:

Greetings! We are working with the Administration for Children and Families (ACF) Office of Planning, Research, and Evaluation (OPRE) to study the challenges and unique opportunities involved in delivering human services to people in a rural community, and we will be conducting a site visit and interviews in your community. 2M Research and the Urban Institute (the study team) would like to talk with leadership and staff, such as yourself, about your experience in our partnership and the successes and challenges in human services work. They are planning to conduct interviews in person between [XXXX to XXXX dates] and would like to interview you. The interview will take approximately [2 hours/90 minutes/60 minutes]. The study team will work with you to select a time that is convenient for you.

The interviews are voluntary and there are no consequences for not participating. However, your thoughts and opinions are valuable and will offer insight into the unique needs of providing human services in rural communities.

Please respond to this email to let me know whether I may allow the study team to contact you.

Thank you,

[Program Director or Designee]