

Appendix F.

Email from Program Directors to Respondents-Virtual

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 virtual site visit and interviews with individuals from 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 virtually between [XXXX to XXXX dates] and would like to interview you. These virtual interviews will be conducted using WebEx (if you have access to internet capabilities) or by telephone (if you do not have access to internet capabilities). The interview will take approximately [2 hours/90 minutes/60 minutes]. We know that the COVID-19 pandemic has upended so much of everyone's personal and professional lives and all of our communities, but we hope that you will be able to make time to meet with the study team, and we will work with you to select a convenient time.

The interviews are voluntary and there are no consequences for not participating. However, your thoughts and opinions are valuable, and will provide 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]