

SCRIPT FOR FOLLOW-UP

FUP SURVEY RECRUITMENT EMAILS TO PCWAs, PHAs, and COCs

Dear [NAME],

We are contacting you today to remind you of the opportunity for you and your staff to participate in the Family Unification Program (FUP) survey. The Urban Institute, as contracted by the U.S. Department of Health and Human Services, Administration of Children and Families (ACF), is evaluating the effectiveness of using housing vouchers to address the diverse needs of youth involved in the child welfare system. This effort is sponsored by ACF in collaboration with the U.S. Department of Housing and Urban Development (HUD) to increase the limited amount of evidence demonstrating the benefits and challenges of these programs.

[A few weeks ago/Last week] you should have received an email from one of our staff members inviting you to participate in this process. Due to your role, we would greatly appreciate you participating in this online survey to help us better understand how FUP vouchers are being used to address the housing needs of this population, as well as understand your agency's experience collaborating with partnering organizations.

We have provided a link to the survey below for your convenience. Before you begin, there are several important things for you to understand:

- This survey will include questions regarding your program operations, the youth you serve, eligibility requirements, voucher distribution methods, and your experience collaborating with your partner agencies to help us better understand how your program functions.
- Your participation in this survey is completely voluntary, you can skip any questions you would prefer not to answer or end the survey at any time.
- Participating or choosing not to participate in this research will have no effect on your FUP program or eligibility to receive housing vouchers.
- The survey should take about **35 minutes** to complete, but time may vary based on the components of your program. If you cannot complete the survey in one sitting, you may **save your place** in the survey and finish it at a later time. Please note, however, that we need to have all responses by **[DATE]**.
- We will share what we learn about your Family Unification Program with ACF and HUD as part of our evaluation activities. All the information you provide will be kept private to the extent permitted by law.

To begin the survey, please click the following link: [LINK].

Appendix B

Thank you in advance for responding to this survey. Your responses will help the U.S. Department of Housing and Urban Development and U.S. Department of Health and Human Services better understand how communities are serving the housing needs of foster youth aging out of care.

Please let us know if you have any questions. **If you are not the most appropriate person to contact regarding this survey**, we would greatly appreciate if you could provide the correct name and contact information of the individual(s) we should speak with.

Sincerely,

[Researcher Name and contact info]