

YOUTH OUTREACH EMAIL

Youth Outreach Email for use by Agency Staff

Dear [INSERT YOUTH'S NAME],

Researchers are conducting a study about how the Family Unification Program (FUP), which provides housing vouchers and supportive services, is used for youth. The study is being conducted by the Urban Institute and Chapin Hall at the University of Chicago for the Department of Housing and Urban Development (HUD) and the Department of Health and Human Services Administration for Children and Families (ACF), which are both agencies in the federal government.

As part of that study, the researchers will be conducting focus groups on [INSERT DATES] where you can share your experiences with the Family Unification Program [known as [SITE NAME FOR PROGRAM] in [SITE]]. Roughly 6-12 young people like you will take part in a discussion that will last no more than 90 minutes. During the discussion, you will be asked about your experience with the program and the support the program provides. For participating in the focus group, you will receive a \$25 gift-card.

It's completely up to you whether or not you want to participate in the focus group. Regardless of whether you decide to participate in the focus group, the services and supports you receive from this program will not be affected. Responses will be kept private (in that they will not attribute responses to a specific name).

Please let me know if you are interested in participating or if you have any questions.

Sincerely,

[YOUR NAME and CONTACT INFORMATION]