

## Attachment M (NEW). Email Message Text for Respondent Contact (over 18 years only)

**Email Messages for Respondent Contact**

E-mail prompt to contact sample members who have not been responsive to telephone contacts.

From: [SFWB@rti.org](mailto:SFWB@rti.org)

SUBJECT LINE: Complete Your SFWB Survey Today

Dear <<SAMPLE MEMBER NAME>>,

Recently, one of our interviewers tried to contact you by telephone about a research study but has been unsuccessful. We are contacting you because you and your family participated in a previous study sponsored by the Administration for Children and Families (ACF). Now, we would like to speak with you again for a new study, the *Survey of Family Well-Being*.

To this point, we have been unable to speak with anyone based on the contact information we have on file for you. We continue to try and reach you because your input is important. This research involves a survey that can be completed over the telephone or over the Internet. As a token of appreciation, you will receive a **\$30 electronic gift card** for sharing your input with us.

You can update your contact information with us in one of two ways:

- 1) **By Telephone.** Call our secure telephone voicemail system (800) XXX-XXXX. This is a toll-free call.
- 2) **By E-mail.** Reply to this e-mail with the best telephone number where we can reach you.

Thank you again for considering this important opportunity.

Sincerely,  
Stephanie Parker  
RTI International  
[SFWB@rti.org](mailto:SFWB@rti.org)

*Participation in the described collection of information is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number for this information collection is 0970-0555 and the expiration date is 09/30/2021.*

*The Federal Government has issued a Certificate of Confidentiality (authorized by the Public Health Service Act Section 301(d), 42 U.S.C Section 241 (d), 1988) to the researchers who are conducting this study which authorizes us to protect the privacy of individuals who participate.*

**Survey of NSCAW Adopted Youth, Young Adults, and Adoptive Parents**

OMB #: 0970-0555  
Expiration Date: 09/30/2021

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E-mail message to send web survey link and PIN

From: [SFWB@rti.org](mailto:SFWB@rti.org)

Subject Line: Web survey login instructions

Dear <INSERT R NAME>,

Thank you for your interest in the Survey of Family Well-Being. Here is your requested login information. We recommend completing your web survey where a private setting can be established.

To access your web survey, please click on the survey link below. You will be asked to enter a PIN number to access your survey.

**Survey Link:** <INSERT WEB LINK>

**PIN:** <INSERT PIN>

If you need further assistance or have any questions, simply reply to this message or call the SFWB Help Desk toll-free at 1-800-XXX-XXXX.

Thank you for your participation in this important study!

Stephanie Parker

RTI International

[SFWB@rti.org](mailto:SFWB@rti.org)

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[E-mail Prompt to complete web survey \(email address confirmed\)](#)

From: [SFWB@rti.org](mailto:SFWB@rti.org)

SUBJECT LINE: SFWB Survey – You can still participate

Dear <<SAMPLE MEMBER NAME>>,

This is a friendly reminder to complete your survey for the **Survey of Family Well-Being**. For your convenience we have included the link to your survey below.

**To access the survey, please log into:**

**Survey Link:** <INSERT WEB LINK>

**PIN:** <INSERT PIN>

Please let us know if there is any way we may assist you in completing the survey.

Because your contribution is important, **you will receive a \$30 electronic gift card for participating in this interview.**

If you would like to complete the survey by phone, please call the SFWB Help Desk toll-free at 1-800-XXX-XXXX.

Thank you for your participation in this important study!

Sincerely,  
Stephanie Parker  
RTI International  
[SFWB@rti.org](mailto:SFWB@rti.org)

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Survey of NSCAW Adopted Youth, Young Adults, and Adoptive Parents

OMB #: 0970-0555  
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[E-mail Prompt for Web Breakoff: Need Assistance?](#)

SUBJECT LINE: Please complete the remainder of your survey today

Dear <INSERT R NAME>,

This is a friendly reminder to complete your Survey of Family Well-Being. Your responses and perspective are important to this effort. You will receive a \$30 gift card as a token of our appreciation.

For your convenience, we have included a link to the survey along with your PIN number below.

Website: <INSERT WEB LINK>

PIN: <INSERT PIN>

Please let us know if you need any assistance with finishing your survey. Thank you again for considering this important opportunity.

Sincerely,  
Stephanie Parker  
Survey of Family Well-Being  
[SFWB@rti.org](mailto:SFWB@rti.org)

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