

## **Appendix B:**

### **Supplemental Materials for Surveys**

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**Supplemental Materials for the  
EHS Program Director Survey**

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## EHS Program Director Survey: Pre-Invitation Email

**Format: Email**

**Subject: Coming soon: An invitation to participate in the Early Head Start-Child Care Partnerships Sustainability Study Web-Based Survey**



[DATE]

Dear [FIRST NAME] [LAST NAME],

I am writing to ask for your help with an important study being conducted by the Office of Planning, Research, and Evaluation within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services. Mathematica is conducting a web-based survey of all directors whose programs received an Early Head Start-Child Care Partnership grant in 2015. You are being asked to complete this survey because of your role as a director in a program who was awarded an Early Head Start-Child Care Partnership grant.

The survey will collect information about your agency; the status of partnerships that were active in 2016 (at the time of the National Descriptive Study of Early Head Start-Child Care Partnerships) as well as any partnerships formed since this period; factors that may have contributed to the sustainment or dissolution of partnerships; and the activities you and your partners engage in to deliver services to children and families.

Participation in the study is voluntary and your responses will be kept private and used only for research purposes. They will be combined with the responses of others and no individual names will be reported. This combined input will provide the Administration for Children and Families with important information about why partnerships dissolve and what might be done to better sustain them.

In about a week, you will receive an email from [EMAIL]. This email will include a link to the web-based survey, which will take about 35 minutes to complete. Please complete the survey as soon as you are able.

As part of the survey, we will ask you to confirm (and, as relevant, update) contact information for providers you partnered with in 2016. We will also ask for information about partners who are new since 2016, including the start date of the partnership, and number of birth to three and partnership slots for each new partner. Please have this information on hand before you begin the survey.

If you have questions about the web survey, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL].

Thank you very much for your help with this important study.

Sincerely,



Sara Skidmore  
Survey Director

The described collection of information is voluntary and will be used to learn about the characteristics and implementation of Early Head Start-Child Care Partnerships. 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 control number for the collection of this information is 0970-0471; it expires on XX/XX/XXXX. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to XXXX XXXX, 330 C Street, SW, Washington, D.C. 20201; Attn: OMB-PRA 0970-0471.



Mathematica

Progress Together

## EHS Program Director Survey: Invitation Letter



Early Head Start-  
Child Care Partnerships  
Sustainability Study

[DATE]

Dear [FIRST NAME] [LAST NAME],

Mathematica is conducting a web-based survey of all directors whose programs received an Early Head Start-Child Care Partnership grant in 2015 as part of a study about the sustainability of the partnerships. This study is funded by the Office of Planning, Research, and Evaluation within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services. The survey will collect information about your agency; the status of partnerships that were active in 2016 (at the time of the National Descriptive Study of Early Head Start-Child Care Partnerships) as well as any partnerships formed since this period; factors that may have contributed to the sustainment or dissolution of partnerships; and the activities you and your partners engage in to deliver services to children and families.

You are being asked to complete this survey because of your role as a director in a program who was awarded an Early Head Start-Child Care Partnership grant in 2015.

Participation in the study is voluntary and your responses will be kept private and used only for research purposes. They will be combined with the responses of others and no individual names will be reported. This combined input will provide the Administration for Children and Families with important information about why partnerships dissolve and what might be done to better sustain them.

**Please access the web survey by scanning the following code:**

[QR code]

You may also enter this link directly into your web browser: [LINK]. We will offer a \$20 gift card as a token of our appreciation for your participation in the survey. The survey will take approximately 35 minutes to complete. You may save your responses and return to finish the survey later. The survey will ask you to confirm (and, as relevant, update) contact information for providers you partnered with in 2016. We will also ask for information about partners who are new since 2016, including the start date of the partnership, and number of birth to three and partnership slots for each new partner. Please have this information on hand before you begin the survey.

If you have questions or need assistance, or if you prefer to complete the survey by phone, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL]. ***On behalf of our study team and ACF, thank you for your participation!***

Sincerely,

A handwritten signature in black ink, appearing to read 'Sara Skidmore'.

Sara Skidmore  
Survey Director

The described collection of information is voluntary and will be used to learn about the characteristics and implementation of Early Head Start-Child Care Partnerships. 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 control number for the collection of this information is 0970-0471; it expires on XX/XX/XXXX. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to XXXX XXXX, 330 C Street, SW, Washington, D.C. 20201; Attn: OMB-PRA 0970-0471.



## EHS Program Director Survey: REMINDER Email 1

**Format: Email**

**Subject: Reminder from ACF to complete the Early Head Start-Child Care Partnerships Sustainability Study Web-Based Survey**



[DATE]

Dear [FIRST NAME] [LAST NAME],

This is a friendly reminder to log in and complete the web-based survey of directors whose programs received an Early Head Start-Child Care Partnership grant in 2015 for the Early Head Start-Child Care Partnerships Sustainability Study. This study is funded by the Office of Planning, Research, and Evaluation within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services.

Participation in the study is voluntary and your responses will be kept private and used only for research purposes. They will be combined with the responses of others and no individual names will be reported. This combined input will provide the Administration for Children and Families with important information about why partnerships dissolve and what might be done to better sustain them.

You have been identified to participate in the survey because of your role as a director in a program who was awarded an Early Head Start-Child Care Partnership grant in 2015.

**Please access the web survey by clicking this link: [LINK]**

The survey will take approximately 35 minutes to complete, and we will offer you a \$20 gift card as a token of our appreciation for your participation in the survey. You may save your responses and return to finish the survey at a later time. The survey will ask you to confirm (and, as relevant, update) contact information for providers you partnered with in 2016. We will also ask for information about partners who are new since 2016, including the start date of the partnership, and number of birth to three and partnership slots for each new partner. Please have this information on hand before you begin the survey.

If you have questions or need assistance, or if you prefer to complete the survey by phone, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL].

***On behalf of our study team and ACF, thank you for your participation!***

Sincerely,

Sara Skidmore  
Survey Director



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## EHS Program Director Survey: REMINDER Email 2

**Format: Email**

**Subject: Reminder from ACF to complete the Early Head Start-Child Care Partnerships Sustainability Study Web-Based Survey**



[DATE]

Dear [FIRST NAME] [LAST NAME],

This is a friendly reminder to log in and complete the web-based survey of directors whose programs received an Early Head Start-Child Care Partnership grant in 2015 for the Early Head Start-Child Care Partnerships Sustainability Study, funded by the Office of Planning, Research, and Evaluation within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services. Your participation is critical to creating a comprehensive understanding of how partnerships are sustained, as well as the features of partnerships that have been sustained and reasons why partnerships dissolve.

You have been identified to participate in the survey because of your role as a director in a program who was awarded an Early Head Start-Child Care Partnership grant in 2015.

**Please access the web survey by clicking this link: [LINK]**

As a reminder, the study will ask you to confirm (and, as relevant, update) contact information for providers you partnered with in 2016. We will also ask for information about partners who are new since 2016, including the start date of the partnership, and number of birth to three and partnership slots for each new partner. Please have this information on hand before you begin the survey.

If you have questions or need assistance, or if you prefer to complete the survey by phone, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL].

***On behalf of our study team and ACF, thank you for your participation!***

Sincerely,



Sara Skidmore  
Survey Director



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## EHS Program Director Survey: REMINDER Email 3

**Format: Email**

**Subject: Time is running out to complete the Early Head Start-Child Care Partnerships Sustainability Study Web-Based Survey!**



[DATE]

Dear [FIRST NAME] [LAST NAME],

I am writing to remind you to please log in and complete the web-based survey of directors whose programs received an Early Head Start-Child Care Partnership grant in 2015 for the Early Head Start-Child Care Partnerships Sustainability Study. So far, [PERCENTAGE] of directors have completed the online survey. Your participation is critical to creating a comprehensive understanding of how partnerships are sustained, as well as the features of partnerships that have been sustained and reasons why partnerships dissolve. There are only a few more weeks to complete the survey.

You have been identified to participate in the survey because of your role as a director in a program who was awarded an Early Head Start-Child Care Partnership grant in 2015. The survey is funded by the Office of Planning, Research, and Evaluation within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services.

**Please access the web survey today by clicking this link: [LINK]**

We will offer you a \$20 gift card as a token of our appreciation for your participation in the survey. As a reminder, the study will ask you to confirm (and, as relevant, update) contact information for providers you partnered with in 2016. We will also ask for information about partners who are new since 2016, including the start date of the partnership, and number of birth to three and partnership slots for each new partner. Please have this information on hand before you begin the survey.

If you have questions or need assistance, or if you prefer to complete the survey by phone, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL].

***On behalf of our study team and ACF, thank you for your participation!***

Sincerely,



Sara Skidmore  
Survey Director



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## EHS Program Director Survey: ADDITIONAL REMINDER Email 4

**Format: Email**

**Subject: Time is running out to complete the Early Head Start-Child Care Partnerships Sustainability Study Web-Based Survey!**



[DATE]

Dear [FIRST NAME] [LAST NAME],

This is a reminder to please log in and complete the survey of directors whose programs received an Early Head Start-Child Care Partnership grant in 2015 for the Early Head Start-Child Care Partnerships Sustainability Study. Please don't pass up this chance to help us learn about partnership sustainability. Your opinions and perspectives cannot be replaced! There are only a few more weeks to complete the survey.

**Please access the web survey today by clicking this link: [LINK]**

We will offer you a \$20 gift card as a token of our appreciation for your participation in the survey. If you have questions or need assistance, or if you prefer to complete the survey by phone, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL].

***On behalf of our study team and the Administration for Children and Families, thank you for your participation!***

Sincerely,



Sara Skidmore  
Survey Director



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## EHS Program Director Survey: ADDITIONAL REMINDER Email 5

**Format: Email**

**Subject: Please complete the Early Head Start-Child Care Partnerships Sustainability Study Web-Based Survey!**



[DATE]

Dear [FIRST NAME] [LAST NAME],

This is a reminder to complete the web-based survey of directors whose programs received an Early Head Start-Child Care Partnership grant in 2015 for the Early Head Start-Child Care Partnerships Sustainability Study.

**Your participation is critical** to understanding how partnerships are sustained, as well as the features of partnerships that have been sustained and reasons why partnerships dissolve. So far, more than [PERCENT COMPLETE] of directors have completed the online survey, and **our goal is to reach at least 85% within the next two weeks.**

You may have received an email from the Office of Head Start encouraging you to complete the survey. We strongly encourage you to participate in this important study to help us learn how programs and their child-care partners are doing deliver services to children and families across the country. Please don't pass up this chance to help us learn about the partnership sustainability; your opinions and perspectives cannot be replaced!

**Please access the web survey today by clicking this link: [LINK]**

We will offer you a \$20 gift card as a token of our appreciation for your participation in the survey. If you have questions or need assistance, or if you prefer to complete the survey by phone, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL].

***On behalf of our study team and the Administration for Children and Families, thank you for your participation!***

Sincerely,



Sara Skidmore  
Survey Director



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## EHS Program Director Survey: ADDITIONAL REMINDER Email 6 (ALL partials, excluding those in intro)

**Format: Email**

**Subject: Please submit your survey for the Early Head Start-Child Care Partnerships Sustainability Study**



[DATE]

Dear [FIRST NAME] [LAST NAME],

Thank you for beginning the Early Head Start-Child Care Partnerships Sustainability Study survey. We are writing today because the survey will end soon, and you left off in a critical section. **The success of the study depends on understanding** how partnerships are sustained, as well as the features of partnerships that have been sustained and reasons why partnerships dissolve!

We know that updating contact information and slot availability for partners can be time consuming. If it would be easier to provide us with this information in another format, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL]. Our team is prepared to work with you to obtain this information in a manner that is most convenient for you. You can also call the number listed above if you wish to complete the survey by phone.

**As always, you may access the survey today by clicking this link: [LINK]**

***On behalf of our study team and the Administration for Children and Families, thank you for your participation!***

Sincerely,

Sara Skidmore  
Survey Director



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## EHS Program Director Survey: ADDITIONAL REMINDER Email 7 (GRANTEES ONLY)

**Format: Email**

**Subject: Survey closing soon: Please submit your survey for the Early Head Start-Child Care Partnerships Sustainability Study**



[DATE]

Dear [FIRST NAME] [LAST NAME],

We are writing to kindly urge you to complete your survey within the next week, as the survey will be closing soon. **Please don't pass up this chance to help us learn about partnerships' sustainability. Your opinions and perspectives cannot be replaced!**

**As always, you may access the survey today by clicking this link: [LINK].**

If you have questions or need assistance, or if you prefer to complete the survey by phone, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL].

***On behalf of our study team and the Administration for Children and Families, thank you for your participation!***

Sincerely,



Sara Skidmore  
Survey Director



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## EHS Program Director Survey: FINAL REMINDER Email 8

**Format: Email**

**Subject: Final reminder from ACF to complete your survey for the Early Head Start-Child Care Partnerships Sustainability Study**



[DATE]

Dear [FIRST NAME] [LAST NAME],

**This is the final reminder to please log in and complete the web-based survey of directors whose programs received an Early Head Start-Child Care Partnership grant in 2015.** You have been identified to participate in the survey because of your role as a director in a program that received an Early Head Start-Child Care Partnership grant in 2015.

Your insights are critical to creating a comprehensive understanding of how partnerships are sustained, as well as the features of partnerships that have been sustained and reasons why partnerships dissolve. **Please don't pass up this chance to help us learn about partnership sustainability. Your opinions and perspectives cannot be replaced!**

**Please access the survey today by clicking this link: [LINK]**

If you have questions or need assistance, or if you prefer to complete the survey by phone, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL].

***On behalf of our study team and the Administration for Children and Families, thank you for your participation!***

Sincerely,



Sara Skidmore  
Survey Director



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## EHS Program Director Survey: THANK YOU LETTER

[DATE]

**RE: EHS PROGRAM DIRECTOR SURVEY THANK YOU LETTER**

Dear [FIRST NAME] [LAST NAME],

On behalf of our study team and the Administration for Children and Families, we want to thank you for your participation in the survey. Your response will play a key role in creating a comprehensive understanding of how partnerships are sustained, as well as the features of partnerships that have been sustained and reasons why partnerships dissolve. Included you will find a \$20 gift card as a token of our appreciation for your participation in the survey.

If you have questions or concerns, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL].

Sincerely,



Sara Skidmore  
*Survey Director*

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**Supplemental Materials for the  
Dissolved Partnership Provider Survey**

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## Dissolved Partnership Provider Survey: Invitation Letter



[DATE]

Dear [FIRST NAME] [LAST NAME],

Mathematica is conducting a web-based survey of child-care providers that were in partnerships with Early Head Start programs as part of the first wave of Early Head Start-Child Care Partnership grants in 2015. **We would like to hear from you even if you no longer partner with [GRANTEE] or are no longer in business.** This study is funded by the Office of Planning, Research, and Evaluation within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services. The survey will collect information about you and your child care business; the factors that may have influenced the dissolution of your partnership; and the activities you engage in to support the quality of services you provide to children and families.

Your child care business, [PARTNER PROGRAM NAME], has been selected for this study because you were randomly selected out of [GRANTEE/DELEGATE NAME]'s partners in the Study of Early Head Start-Child Care Partnerships in 2016.

Participation in the study is voluntary and your responses will be kept private and used only for research purposes. They will be combined with the responses of others and no individual names will be reported. This combined input will provide the Administration for Children and Families with important information about why partnerships dissolve and what might be done to better sustain them.

**Please access the web survey by scanning the following code:**

[QR code]

You may also enter this link directly into your web browser: [LINK]. We will offer a \$40 gift card as a token of our appreciation for your participation in the survey. The survey will take approximately 30 minutes to complete. You may save your responses and return to finish the survey at a later time. Please feel free to reach out to me, toll-free, at 800-xxx-xxxx, or email us at [EMAIL] if you have any questions or need assistance.

***On behalf of our study team and ACF, thank you for your participation!***

Sincerely,

Sara Skidmore  
Survey Director



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## Dissolved Partnership Provider Survey: REMINDER Email 1

**Format: Email**

**Subject: Reminder from ACF to participate in the Early Head Start-Child Care Partnerships Sustainability Study Web-Based Survey**



[DATE]

Dear [FIRST NAME] [LAST NAME],

This is a friendly reminder to log in and complete the web-based survey for the Early Head Start-Child Care Partnerships Sustainability Study. Your child care business, [PARTNER PROGRAM NAME], has been selected for this study because you were randomly selected out of [GRANTEE/DELEGATE NAME]'s partners in the Study of Early Head Start-Child Care Partnerships in 2016. This study is funded by the Office of Planning, Research, and Evaluation within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services. Participation is voluntary. Your input will provide information about how partnerships might be sustained, as well as reasons why partnerships dissolve.

**Please access the web survey by clicking this link: [LINK]**

The survey will take approximately 30 minutes to complete, and we will offer you a \$40 gift card as a token of our appreciation for your participation in the survey. You may save your responses and return to finish the survey at a later time. If you have questions or need assistance, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL].

***On behalf of our study team and ACF, thank you for your participation!***

Sincerely,



Sara Skidmore  
Survey Director



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## Dissolved Partnership Provider Survey: REMINDER Email 2

**Format: Email**

**Subject: Reminder from ACF to complete the Early Head Start-Child Care Partnerships Web-Based Survey**



[DATE]

Dear [FIRST NAME] [LAST NAME],

This is a friendly reminder to log in and complete the web-based survey for the Early Head Start-Child Care Partnerships Sustainability Study. Your child care business, [PARTNER PROGRAM NAME], has been selected for this study because you were randomly selected out of [GRANTEE/DELEGATE NAME]'s partners in the Study of Early Head Start-Child Care Partnerships in 2016. This study is funded by the Office of Planning, Research, and Evaluation within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services. Your participation is critical to creating a comprehensive understanding of how partnerships might be sustained, as well as reasons why partnerships dissolve.

**Please access the web survey by clicking this link: [LINK]**

The survey will take approximately 30 minutes to complete, and we will offer you a \$40 gift card as a token of our appreciation for your participation in the survey. If you have questions or need assistance, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL].

***On behalf of our study team and ACF, thank you for your participation!***

Sincerely,



Sara Skidmore  
Survey Director



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## Dissolved Partnership Provider Survey: FINAL REMINDER Email

**Format: Email**

**Subject: Please submit your survey for the Early Head Start-Child Care Partnerships Sustainability Study soon**



[DATE]

Dear [FIRST NAME] [LAST NAME],

**We kindly urge you to complete the survey of former child-care partners for the Early Head Start-Child Care Partnerships Sustainability Study within the next week, as the survey will be closing soon.** Your child care business, [PARTNER PROGRAM NAME], has been selected for this study because you were randomly selected out of [GRANTEE/DELEGATE NAME]'s partners in the Study of Early Head Start-Child Care Partnerships in 2016.

**Your insights are critical to creating a comprehensive understanding of how partnerships might be sustained, as well as reasons why partnerships dissolve. Your opinions and perspectives cannot be replaced!**

**Please access the survey today by clicking this link: [LINK].**

The survey will take approximately 30 minutes to complete, and we will offer a \$40 gift card as a token of our appreciation for your participation. If you have questions or need assistance, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL].

***On behalf of our study team and the Administration for Children and Families, thank you for your participation!***

Sincerely,



Sara Skidmore  
Survey Director



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## Dissolved Partnership Provider Survey: THANK YOU LETTER

[DATE]

**RE: DISSOLVED PARTNERSHIP PROVIDER SURVEY: THANK-YOU LETTER**

Dear [FIRST NAME] [LAST NAME],

On behalf of our study team and the Administration for Children and Families, we want to thank you for your participation in the survey. Your response will play a key role in creating a comprehensive understanding of how partnerships might be sustained, as well as reasons why partnerships dissolve.

Included you will find a \$40 gift card to as a token of our appreciation for your participation in the survey.

In the coming days, you may be asked to participate in a 50-minute interview to better understand the sustainability of the Early Head Start-Child Care Partnerships. You would receive another \$40 in appreciation of your participation in this interview.

If you have questions or concerns, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL].

Sincerely,



Sara Skidmore  
*Survey Director*

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**Supplemental Materials for the  
Sustained Partnership Provider Survey**



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## Sustained Partnership Provider Survey: Invitation Letter



[DATE]

Dear [FIRST NAME] [LAST NAME],

Mathematica is conducting a web-based survey of child-care providers that were in partnerships with Early Head Start programs as part of the first wave of Early Head Start-Child Care Partnership grants in 2015. This study is funded by the Office of Planning, Research, and Evaluation within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services. The survey will collect information about you and your child care business; the factors that may have helped sustain your partnership; the funding you receive through the partnership; and partnership activities, including those to support the delivery and quality of services provided to children and families.

Your child care business, [PARTNER PROGRAM NAME], has been selected for this study because you were randomly selected out of [GRANTEE/DELEGATE NAME]'s partners in the Study of Early Head Start-Child Care Partnerships in 2016.

Participation in the study is voluntary and your responses will be kept private and used only for research purposes. They will be combined with the responses of others and no individual names will be reported. This combined input will provide the Administration for Children and Families with important information about why partnerships dissolve and what might be done to better sustain them.

**Please access the web survey by scanning the following code:**

[QR code]

You may also enter this link directly into your web browser: [LINK]. We will offer a \$20 gift card as a token of our appreciation for your participation in the survey. The survey will take approximately 30 minutes to complete. You may save your responses and return to finish the survey at a later time. Please feel free to reach out to me, toll-free, at 800-xxx-xxxx or email us at [EMAIL] if you have any questions or need assistance.

***On behalf of our study team and ACF, thank you for your participation!***

Sincerely,



Sara Skidmore  
Survey Director



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## Sustained Partnership Provider Survey: REMINDER Email 1

**Format: Email**

**Subject: Reminder from ACF to participate in the Early Head Start-Child Care Partnerships Sustainability Study Web-Based Survey**



[DATE]

Dear [FIRST NAME] [LAST NAME],

This is a friendly reminder to log in and complete the web-based survey of child-care partners for the Early Head Start-Child Care Partnerships Sustainability Study. Your child care business, [PARTNER PROGRAM NAME], has been selected for this study because you were randomly selected out of [GRANTEE/DELEGATE NAME]'s partners in the Study of Early Head Start-Child Care Partnerships in 2016. This study is funded by the Office of Planning, Research, and Evaluation within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services. Participation is voluntary. Your combined input will provide information about how partnerships are sustained.

**Please access the web survey by clicking this link: [LINK].**

The survey will take approximately 30 minutes to complete, and we will offer you a \$20 gift card as a token of our appreciation for your participation in the survey. You may save your responses and return to finish the survey at a later time. If you have questions or need assistance, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL].

***On behalf of our study team and ACF, thank you for your participation!***

Sincerely,



Sara Skidmore  
*Survey Director*



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## Sustained Partnership Provider Survey: REMINDER Email 2

**Format: Email**

**Subject: Reminder from ACF to complete the Early Head Start-Child Care Partnerships Sustainability Study Web-Based Survey**



[DATE]

Dear [FIRST NAME] [LAST NAME],

This is a friendly reminder to log in and complete the web-based survey of child-care partners for the Early Head Start-Child Care Partnerships Sustainability Study. Your child care business, [PARTNER PROGRAM NAME], has been selected for this study because you were randomly selected out of [GRANTEE/DELEGATE NAME]'s partners in the Study of Early Head Start-Child Care Partnerships in 2016. This study is funded by the Office of Planning, Research, and Evaluation within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services. Your participation is critical to creating a comprehensive understanding of how partnerships are sustained.

**Please access the web survey by clicking this link: [LINK].**

The survey will take approximately 30 minutes to complete, and we will send you a \$20 gift card as a token of our appreciation for your participating in the survey. If you have questions or need assistance, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL].

***On behalf of our study team and ACF, thank you for your participation!***

Sincerely,



Sara Skidmore  
Survey Director



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## Sustained Partnership Provider Survey: FINAL REMINDER Email

**Format: Email**

**Subject: Please submit your survey for the Early Head Start-Child Care Partnerships Sustainability Study soon**



[DATE]

Dear [FIRST NAME] [LAST NAME],

**We kindly urge you to complete the survey of child-care partners for the Early Head Start-Child Care Partnerships Sustainability Study within the next week, as the survey will be closing soon.** Your child care business, [PARTNER PROGRAM NAME], has been selected for this study because you were randomly selected out of [GRANTEE/DELEGATE NAME]'s partners in the Study of Early Head Start-Child Care Partnerships in 2016.

**Your insights are critical to creating a comprehensive understanding of how partnerships are sustained. Your opinions and perspectives cannot be replaced!**

**Please access the survey today by clicking this link: [LINK].**

The survey will take approximately 30 minutes to complete, and we will offer a \$20 gift card as a token of our appreciation for your participation. If you have questions or need assistance, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL].

***On behalf of our study team and the Administration for Children and Families, thank you for your participation!***

Sincerely,



Sara Skidmore  
*Survey Director*



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## Sustained Partnership Provider Survey: GRANTEE Reminder REQUEST LETTER

[DATE]

**RE: Sustained Partnership Provider Survey: Grantee Reminder Request Letter**

Dear [FIRST NAME] [LAST NAME],

Mathematica is conducting a web-based survey of child care partners as part of the Early Head Start-Child Care Partnerships Sustainability Study funded by the Office of Planning, Research, and Evaluation within the within the U.S. Department of Health and Human Services, Administration for Children and Families (ACF).

We are reaching out to ask for help in encouraging high levels of participation by your child-care partners in completing the child-care partner web-based survey. The web-based survey of child-care partners is being distributed to a group of your program's child-care partners that were randomly selected as part of the Study of Early Head Start-Child Care Partnerships in 2016. So far, the child-care partners listed below have not yet completed the survey:

[LIST SELECTED CHILD CARE PARTNERS THAT ARE UNTOUCHED OR BREAK-OFFS]

The child-care partners selected for participation in the web-based survey have already received emails and follow-up telephone calls inviting them to fill out the survey online. The survey will take them approximately 30 minutes to complete. **While participating in the survey is voluntary, we would appreciate your help and support in encouraging all of the child-care partners listed above to complete the survey.** The information being collected is critical to developing a better understanding of how partnerships are sustained. It provides essential information about your child-care business, the factors that may have helped sustain your partnerships, the funding you provide through the partnerships; and partnership activities, including those to support the delivery and quality of services provided to children and families.

Please feel free to reach out to me, toll-free, at 800-xxx-xxxx or email us at [EMAIL] if you have any questions or concerns. If your child-care partners have any questions about their participation, they can also reach us by email or phone.

***On behalf of our study team and ACF, thank you for your assistance!***

Sincerely,



Sara Skidmore  
Survey Director

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## Sustained Partnership Provider Survey: GRANTEE Reminder REQUEST EMAIL

**Format: Email**

**Subject: Your help is requested: Early Head Start-Child Care Partnerships Sustainability Study**



[DATE]

Dear [FIRST NAME] [LAST NAME],

We are reaching out to ask for your help in encouraging participation by your child-care partners to complete the web-based survey for the Early Head Start-Child Care Partnerships Sustainability Study. The survey is being conducted by Mathematica in partnership with the Office of Planning, Research, and Evaluation within the Administration for Children and Families (ACF).

As you are aware, the web-based survey of child-care partners is being distributed to a group of your program's child-care partners that were randomly selected as part of the Study of Early Head Start-Child Care Partnerships in 2016. So far, your child-care partners listed below have not yet completed the survey:

[LIST SELECTED CHILD CARE PARTNERS THAT ARE UNTOUCHED OR BREAK-OFFS]

These child-care partners should have already received emails and follow-up telephone calls inviting them to complete the survey online. **While participating in the survey is voluntary, we would appreciate your help and support in encouraging all of the child-care partners listed above to complete the survey.** The information being collected is critical to developing a better understanding of how partnerships are sustained. It provides essential information about your partners' child care businesses, the factors that may have helped sustain your partnerships, the funding you provide through the partnerships; and partnership activities, including those that support the quality and delivery of services provided to children and their families. The child-care partner survey takes approximately 30 minutes to complete; and is available in English and in Spanish.

Please feel free to reach out to me, toll-free, at 800-xxx-xxxx or email us at [EMAIL] if you have any questions. If your child-care partners have any questions about their participation, they can also reach us directly.

***On behalf of our study team and ACF, thank you for your assistance!***

Sincerely,



Sara Skidmore  
Survey Director



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## Sustained Partnership Provider Survey: THANK YOU LETTER

[DATE]

**RE: Sustained Partnership Provider Survey: THANK-YOU LETTER**

Dear [FIRST NAME] [LAST NAME],

On behalf of our study team and the Administration for Children and Families, we want to thank you for your participation in the survey. Your response will play a key role in creating a comprehensive understanding of how Early Head Start-Child Care Partnerships are sustained.

Included you will find a \$20 gift card to as a token of our appreciation for your participation in the survey.

In the coming days, you may be asked to participate in a 50-minute interview to better understand the sustainability of the partnerships. You would receive another \$20 in appreciation of your participation in this interview.

If you have questions or concerns, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL].

Sincerely,



Sara Skidmore  
*Survey Director*

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