

## Email for Phone Interview with Program Administrators [version for those who completed the survey]

*The research team will send this email to the program administrators of the sites selected for a 90-minute individual interview who have completed the survey.*

Dear [Program administrator],

The Office of Planning, Research, and Evaluation (OPRE) within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services has contracted with MEF Associates and its partner, the Urban Institute, to conduct a study called Integrating Financial Capability and Employment Services (InFin). The study seeks to learn about the extent of financial capability interventions in E&T programs, key features of such programs, and the factors that have led to their inclusion. You can find more information about the research study on the ACF website, [here](#).

On [Date of survey] we administered a survey to E&T programs nationwide to help us identify those that offer financial capability services. We appreciate the time and effort that you put into completing our project survey. After careful consideration, [PROGRAM NAME] has been selected for a phone interview because we believe you are doing something noteworthy or innovative that other programs and researchers can learn from.

Our study team would like to set up a phone call conversation with you to understand your program in more detail. Please let us know if you are interested in participating in our study and a team member will reach out to coordinate a time to schedule the call with you. Your participation is voluntary, but we think your perspective on delivering financial capability and E&T program services together can provide valuable information to the study and will be useful to other administrators who are interested in learning more about such an approach.

Please let me know if you have questions. We look forward to talking with you soon.

Sincerely,

[Phone interview Study team contact]

## Email for Phone Interview with Program Administrators [version for those who did not previously complete the survey]

*The research team will send this email to the program administrators of the sites selected for a 90-minute individual interview who have not completed the survey.*

Dear [Program administrator],

The Office of Planning, Research, and Evaluation (OPRE) within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services has contracted with MEF Associates and its partner, the Urban Institute, to conduct a study called Integrating Financial Capability and Employment Services (InFin). The study seeks to learn about the extent of financial capability interventions in E&T programs, key features of such programs and the factors that have led to their inclusion. You can find more information about the research study on the ACF website, [here](#).

Based on the information we have gathered through various sources, including consultations with experts in the field and a review of published studies of financial capability interventions, we have selected several programs to invite to participate in phone interviews for our study. After careful consideration, [PROGAM NAME] is one of those selected because we believe you are doing something noteworthy or innovative that other programs and researchers can learn from.

Our study team would like to set up a phone call conversation with you to understand your program in more detail. Please let us know if you are interested in participating in our study, and a team member will reach out to coordinate a time to schedule the call with you. Your participation is voluntary, but we think your perspective on delivering financial capability and E&T program services together can provide valuable information to the study and will be useful to other administrators who are interested in learning more about such an approach.

Please let me know if you have questions. We look forward to talking with you soon.

Sincerely,

[Phone interview Study team contact]