

## Email for Phone Interview with Program Administrators of Employer-Based Programs

*The study team will contact partner agencies. We will customize this email as appropriate for the partner agency and their relationship with the E&T program.*

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). MEF Associates and Urban Institute are social policy research organizations located in the Washington, DC area. The study seeks to learn about the extent of financial capability interventions in employment and training contexts, 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](#).

Many employers offer financial capability services to staff, including financial coaching, financial education, and other services. Based on expert interviews and a review of online reports, we believe that you may offer these types of services or other related services to your employees and would like to learn more.

Our study team would like to set up a phone call conversation with you to understand your program in more detail. We believe there is minimal risk to you in participating in this conversation because of the care we take in keeping your information private and because we will aggregate your thoughts with others participating in calls. The information you share contribute to the evidence policymakers and practitioners have about financial capability interventions delivered in employment-focused contexts, and how they may be helpful for adults with low incomes, but you may not experience any direct benefits from participating in the study. We will share information gathered from these conversations in publicly available research reports, blog posts, and presentations.

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 services to your employees 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]