



[Participant Name]
[Address]
[Address2]
[City, State Zip]

[Date]

In previous years, you and your family participated in the National Survey of Child and Adolescent Well-Being, a nationwide study of children and families. This study is sponsored by the Administration for Children and Families (ACF) - an agency within the U.S. Department of Health and Human Services. ACF hired RTI International to conduct the study.

We told you when you participated in the study that we may contact you again in the future to see how your family is doing and how your lives may have changed since we last interviewed you.

To assist us, it is important we know how best to reach you. You can update your contact information with us in one of three ways:

- (1) **By Mail:** Complete and return the enclosed **Contact Update Form**, free of charge.
- (2) **By Phone:** Call our secure telephone voicemail system at **1-800-XXX-XXXX (toll-free call)**.
- (3) **By Web:** Visit this secure link <Web Survey Link> **or scan the QR code below** and update your contact information with us online.

<QRCodeURL>

When you get in touch, **please let us know of any updates, including the best address and phone number where we can reach you.** If the address and telephone number printed on the contact card are correct, please let us know by checking the “Information Correct” box or contacting us by phone. We would also like the name, address, and phone number of **2 people** who will always know how to reach you. This can be a relative or friend.

We would appreciate receiving any updates you have in the next two weeks. If you have questions, please call the study hotline at 1-800-XXX-XXXX or send an email to <INSERT PROJECT EMAIL>. We look forward to hearing from you!

Sincerely yours,

[Enter Name]

Data Collection Task Leader

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.

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 0970-0202 and the expiration date is 09/30/2023.