

Subject: Further Collaboration with Employment Processes as Barriers to Employment in the Low-Wage Labor Market Study Team

Dear <Name>,

Thank you again for participating in a call with Abt Associates for the *Employment Processes as Barriers to Employment in the Low-Wage Labor Market* project, funded by the U.S. Department of Health and Human Services on <Date>.

We appreciated learning more about what <organization> is doing to address bias in the employment process, and would like to conduct a site visit to learn more. As part of the site visit, we would like to speak with program managers and staff, and with partners, employers and workers who have been involved with <intervention>. Topics we will discuss will include the organizational context for <the intervention>, the economic and political context surrounding <the intervention>, its goals, design and implementation, and broader reflections around racial bias in employment and how to address it. We would arrange the visit at a time convenient for you, and can arrange some calls by phone or video if that is more convenient.

**Are you interested in participating in the site visit?** If so, please respond to this email and my colleagues <add names>, cc'd here, will follow up with you to schedule a time to discuss scheduling the visit. Please don't hesitate to contact me should you have any questions. For general information about the evaluation, please contact Megan Reid ([Megan.Reid@acf.hhs.gov](mailto:Megan.Reid@acf.hhs.gov)) at the Office of Planning, Research, and Evaluation (OPRE) within the Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services.

Sincerely,

Name