

## Appendix B

### Respondent outreach materials

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## **Appendix B.1**

### **Provider flyer**

## B.1 Provider flyer

### Do you care for any school-age children (age 5 and in kindergarten, or ages 6 through 12)?

You may be eligible to help try out the Home-Based Child Care Toolkit for Nurturing School-Age Children (HBCC-NSAC Toolkit)! **You could receive up to [NO OBSERVATION: \$75/OBSERVATION: \$90] in gift cards as a thank you.**

**What is the HBCC-NSAC Toolkit and why was it created?** The Home-Based Child Care Supply and Quality project (<https://www.acf.hhs.gov/opre/project/home-based-child-care-supply-and-quality-2019-2024>) developed the HBCC-NSAC Toolkit. Home-based providers, who care for at least one school-age child, can use the HBCC-NSAC Toolkit to identify their caregiving strengths and areas for growth. We are conducting the HBCC-NSAC Toolkit Study to test the HBCC-NSAC Toolkit.

For this study, home-based providers are people who take care of children in a home, including licensed family child care providers and those who care for their family, friend, or neighbor's child(ren) in a home; for example, a relative like a grandma/grandpa or auntie/uncle, elders, friends, or neighbors.

### How can you help?

- Talk with a study team member to learn about the study [(about [NO OBSERVATION: 20 minutes/ OBSERVATION: 25 minutes]).
- Complete the HBCC-NSAC Toolkit provider questionnaire online, by phone, or on paper (about 50 minutes) in English. As a thank you, you will receive a [NO OBSERVATION: \$65/OBSERVATION: \$70] gift card.
- Share the family survey with eligible, English-speaking families. As a thank you, you will receive a \$10 gift card for sharing the materials with families.
- [IF OBSERVATIONS]: Allow a study team member to visit and observe you while caring for school-age children. This will take about 3 to 4 hours. As a thank you for scheduling and allowing us to visit, you will receive a \$10 gift card at the time of the visit.

**Who is conducting the HBCC-NSAC Toolkit Study?** Mathematica, an independent research organization, is conducting the study. The study is funded by the Office of Planning, Research, and Evaluation within the Administration for Children and Families at the U.S. Department of Health & Human Services.

**Interested in participating?** Please call [STUDY PHONE NUMBER] or email [STUDY EMAIL].

The referenced collection of information is voluntary. Information will be kept private. 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 this collection is XXXX-XXXX and the expiration date is X/XX/20XX.

## **Appendix B.2**

### **Family flyer**

## B.2 Family flyer

**Do you have a school-age child (age 5 and in kindergarten, or 6 through 12) who in home-based care?**

**Join the Home-Based Child Care Toolkit for Nurturing School-Age Children (HBCC-NSAC Toolkit) Study! You will receive \$15 in gift cards as a thank you.**

**What is home-based child care?** Home-based child care includes any care that children receive in a home from someone other than a parent or guardian. For example, some children spend time before or after school, on weekends, or in the evenings at the home of a family friend, relative, or neighbor, or a licensed family child care setting.

**What is the HBCC-NSAC Toolkit and why was it created?** The Home-Based Child Care Supply and Quality project (<https://www.acf.hhs.gov/opre/project/home-based-child-care-supply-and-quality-2019-2024>) developed the HBCC-NSAC Toolkit. Home-based providers, who care for at least one school-age child, can use the HBCC-NSAC Toolkit to help identify their caregiving strengths and areas for growth.

**How can you help?**

Spend about 15 minutes completing the family survey using the instructions in the packet your child's provider gave to you. The family survey is available in English on the web, paper, or phone. It will ask about your experiences having your child(ren) in home-based care.

**Who is conducting the HBCC-NSAC Toolkit Study?** Mathematica, an independent research organization, is conducting the study. The study is funded by the Office of Planning, Research, and Evaluation within the Administration for Children and Families at the U.S. Department of Health & Human Services.

**Who can I contact with questions?** Please call [STUDY PHONE NUMBER] or email [STUDY EMAIL].

The referenced collection of information is voluntary. Information will be kept private. 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 this collection is XXXX-XXXX and the expiration date is X/XX/20XX.

## **Appendix B.3**

### **Provider advance contact**

### B.3 Provider advance contact

NOTE TO REVIEWERS: We plan to send the contents of this message via email or letter, modified as appropriate for the mode.

**Subject: Try out a new Toolkit for home-based providers!**

ATTACHMENTS: PROVIDER FLYER, FAMILY FLYER

Dear [NAME],

I hope you are well! [NAME OF CONTACT FROM COMMUNITY ORGANIZATION] said you might be interested in participating in the Home-Based Child Care Toolkit for Nurturing School-Age children (HBCC-NSAC Toolkit) Study. **Providers who take part could receive up to [IF NO OBSERVATION: \$75] [IF OBSERVATION: \$90] in gift cards as a thank you.**

Home-based providers like you can use the HBCC-NSAC Toolkit to help identify caregiving strengths and areas for growth. The HBCC-NSAC Toolkit is for providers who care for at least one school-age child (age 5 and in kindergarten, or ages 6 through 12).

- First, I would like to talk with you for about [IF NO OBSERVATION: 20] [IF OBSERVATION: 25] minutes to explain the HBCC-NSAC Toolkit Study and answer your questions.
- If you can take part, we'll send you the HBCC-NSAC Toolkit provider questionnaire to fill out in English. This will take about 50 minutes. As a thank you, you will receive a [NO OBSERVATION: \$65/OBSERVATION: \$70] gift card.
- [IF OBSERVATION: We would like for a study team member to visit and observe you caring for school-age children. This will take about 3 to 4 hours. As a thank you for scheduling and allowing us to visit, you will receive a \$10 gift card at the time of the visit.]
- We will ask you to give the family survey to eligible families. As a thank you, you will receive a \$10 gift card for sharing the materials with families.

This study is being conducted by Mathematica, an independent research organization. It is funded by the Office of Planning, Research, and Evaluation within the Administration for Children and Families, U.S. Department of Health and Human Services. Please read the attached flyers for more information.

**Please help try out the new HBCC-NSAC Toolkit! If you'd like to take part or have questions, please reply to this email or call [PHONE NUMBER]. The HBCC-NSAC Toolkit Study team will contact you soon to discuss the study details.**

Sincerely,

[NAME] for the HBCC-NSAC Toolkit Study team

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## **Appendix B.4**

### **Provider invitation**

## B.4 Provider invitation

NOTE TO REVIEWERS: We plan to send the contents of this message via email, letter, or text, modified as appropriate for the mode.

**EMAIL SUBJECT/COVER PAGE TITLE: Please complete the HBCC-NSAC Toolkit provider questionnaire!**

Dear [NAME],

Thank you for agreeing to take part in the Home-Based Child Care Toolkit for Nurturing School-Age Children (HBCC-NSAC Toolkit) Study! Your participation is confirmed.

[IF WEB VERSION:] Please click the link below to give your consent and complete the HBCC-NSAC Toolkit provider questionnaire.

[INSERT WEB LINK]

The provider questionnaire should take about 50 minutes to complete. Please complete it by [DATE].

[IF PAPER VERSION:] This mailing includes the study consent letter, consent form, and the HBCC-NSAC Toolkit provider questionnaire.

The provider questionnaire should take about 50 minutes to complete. Please use the prepaid return envelope provided to mail the completed consent form and provider questionnaire back to the study team by [DATE].

[IF TELEPHONE VERSION]: Someone from the study team will call you on [DATE] at [TIME]. They will complete the consent form and HBCC-NSAC Toolkit provider questionnaire over the phone with you. The phone call should take about 50 minutes to complete.

As a thank you for your participation, we will send you a [IF OBSERVATION: \$70] [IF NO OBSERVATION: \$65] gift card after you complete the HBCC-NSAC Toolkit provider questionnaire. [IF OBSERVATION: As a thank you for scheduling and allowing us to visit your home, you will also receive a \$10 gift card at the time of the visit.]

[ALL:] We will also call you to make sure you received the family surveys packet and remind you to hand them out to families. As a thank you, you will receive a \$10 gift card. If you have questions, we can also answer them during that call or please call [STUDY PHONE NUMBER] or email [STUDY EMAIL].

Sincerely,

HBCC-NSAC Toolkit Study team

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## **Appendix B.5**

### **Recruitment emails from community organization to providers**

## B.5 Recruitment emails from community organization to providers

NOTE TO REVIEWERS: Community organizations may send the contents of this reminder via email, letter, or text, modified as appropriate for the mode.

**Subject:** You're Invited to Participate in the HBCC-NSAC Toolkit Study

**Attach:** Provider flyer

Do you regularly care for at least one school-age child (age 5 and in kindergarten, or ages 6-12)?

**Help test the Home-Based Child Care Toolkit for Nurturing School-Age Children (HBCC-NSAC Toolkit)!**

**You could receive up to [NO OBSERVATION: \$75/OBSERVATION: \$90] in gift cards as a thank you.**

**How can you help?**

- Talk with a study team member to learn about the study [IF OBSERVATION: (for about [NO OBSERVATION: 20 minutes/ OBSERVATION: 25 minutes]).
- Complete the provider questionnaire online, by phone, or on paper (about 50 minutes). As a thank you, you will receive a [NO OBSERVATION: \$65/OBSERVATION: \$70] gift card.
- Share the family survey with eligible families. As a thank you for sharing the materials with families, you will receive a \$10 gift card.
- [IF OBSERVATIONS]: Allow a study team member to observe you caring for school-age children. This will take about 3 to 4 hours. As a thank you for scheduling and allowing us to visit, you will receive a \$10 gift card at the time of the visit.

**If you are interested in this opportunity, please call [STUDY PHONE] or email [STUDY EMAIL].** Someone from the study team will reach out to you in the following weeks.

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