

Appendix 1. Outreach emails

A. Focus group and survey outreach

Subject: Your Input Requested: Survey and Focus Groups on AI in Human Services Programs

Dear Colleague,

On behalf of the Administration for Children and Families (ACF), I am writing to invite you to share your valuable insights on the potential use of artificial intelligence (AI) in human services programs. ACF is seeking input from state leaders, local program administrators, and frontline staff to inform their understanding of potential opportunities and challenges related to AI use in human services delivery. **You are invited participate in one or both of the following opportunities:**

1. Brief Online Survey

ACF is conducting a survey to gather insights on:

- Current and planned uses of AI in your workplace
- Resource and guidance needed for AI implementation
- Reasons for not using AI in your workplace

The survey should take approximately 5 minutes to complete.

To access the survey, please click on the following link: [\[Survey Link\]](#)

2. Focus Group Discussions

ACF is also hosting focus groups to discuss potential AI use in areas such as:

- Eligibility determination
- Case management
- Risk assessment
- Service recommendations

They are offering multiple sessions. You can sign up to attend at your preferred date and time using registration links in the table below. Register soon, each session is limited to 30 participants!

Date	Time (Eastern)	Registration link
Option 1		
Option 2		

Appendix 1. Outreach emails

Option 3		
Option 4		
Option 5		
Option 6		

Your insights from both the survey and focus groups will inform ACF's approach to developing guidance and resources to support responsible AI use among ACF-funded organizations. Participation in each activity is voluntary and you may participate to the extent you feel comfortable. All collected information will be reported only in aggregate or de-identified form to protect your privacy. There are no risks associated with participating in either the survey or a focus group.

If you have questions about either opportunity, including about your privacy rights, or experience technical difficulties, please contact [X] at [Contact Email/Phone]. Thank you for your time and for contributing to this important discussion on the future of human services program delivery.

Sincerely,

[Name, Title]