

Appendix E. Recruitment Emails to Interview Participants

Recruitment Email to Strategy Implementation Lead(s)

TO: [Strategy Implementation Lead name]

FROM: [_____]

CC: [_____]

SUBJECT: Invitation to Participate in an ACF Study on Child Care and Early Education Supply-Building and Sustainability

Dear [Strategy Implementation Lead name],

My name is [NAME] and I'm a researcher at the Urban Institute, a nonprofit research organization in Washington, DC. The Office of Planning, Research, and Evaluation (OPRE) within the Administration for Children and Families (ACF) has contracted with the Urban Institute to lead a project called "[Understanding Supply-Building and Sustainability Efforts of the Child Care and Early Education Market](#)."

[NAME OF STATE] has been selected as one of our study sites. Our goal is to learn about the types of child care and early education supply-building and sustainability efforts states, territories, and tribes are undertaking. We are particularly interested in learning more about your state's [STRATEGY]. The attached document describes the project and provides detailed information about the case studies.

As part of our data collection, **we invite you to participate in a voluntary, 90-minute interview**. [NAME OF REFERRING PERSON] provided your name and said you would be a good person to talk to. During the interview, we will ask questions related to the following topics:

- A description of the strategy including the goals and intended outcomes, key activities or components, and focus populations
- Planning and decision making involved in the initial adoption or adaptation of the strategy
- Ongoing implementation of the strategy
- Funding and resources required to implement the strategy
- Types of data collected about strategy implementation and outcomes and how data are used
- Successes, challenges, and lessons learned

Please reply to let us know by [DATE] if you are interested in participating in an interview. Feel free to reach out if you have any questions.

Sincerely,

[NAME]

This information collection is voluntary. 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 and expiration date for the described collection are OMB #0970-0356, Exp: 1/31/2027. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Urban Institute, 500 L'Enfant Plaza SW, Washington, DC 20037.

Reminder Recruitment Email to Strategy Implementation Lead(s)

TO: [Strategy Implementation Lead name]

FROM: [_____]

CC: [_____]

[Sent as a reply to initial email message.]

SUBJECT: RE: Invitation to Participate in an ACF Study on Child Care and Early Education Supply-Building and Sustainability

Dear [Strategy Implementation Lead name],

I'm following up on the invitation below to participate in a case study about [NAME OF STRATEGY] for a project called "[Understanding Supply-Building and Sustainability Efforts of the Child Care and Early Education Market](#)" funded by the Office of Planning, Research, and Evaluation (OPRE) within the Administration for Children and Families (ACF).

Please reply to this email by [DATE] if you are interested in participating in an interview. Feel free to reach out if you have any questions.

Sincerely,

[Name]

This information collection is voluntary. 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 and expiration date for the described collection are OMB #0970-0356, Exp: 1/31/2027. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Urban Institute, 500 L'Enfant Plaza SW, Washington, DC 20037.

Recruitment Email to Data Lead(s)

TO: [Data Lead name]

FROM: [_____]

CC: [_____]

SUBJECT: Invitation to Participate in an ACF Study on Child Care and Early Education Supply-Building and Sustainability

Dear [Data Lead name],

My name is [NAME] and I'm a researcher at the Urban Institute, a nonprofit research organization in Washington, DC. The Office of Planning, Research, and Evaluation (OPRE) within the Administration for Children and Families (ACF) has contracted with the Urban Institute to lead a project called "[Understanding Supply-Building and Sustainability Efforts of the Child Care and Early Education Market.](#)"

[NAME OF STATE] has been selected as one of our study sites. Our goal is to learn about the types of child care and early education supply-building and sustainability efforts states, territories, and tribes are undertaking. We are particularly interested in learning more about your state's [STRATEGY]. The attached document describes the project and provides detailed information about the case studies.

As part of our data collection, **we invite you to participate in a voluntary, 60-minute interview.** [NAME OF REFERRING PERSON] provided your name and said you would be a good person to talk to. During the interview, we will ask questions related to the following topics:

- Types of data that are collected about implementation and outcomes, including any evaluations that have been conducted, are underway, or are planned
- Descriptions of the data elements collected
- Information about data storage and accessibility
- How data are used and any findings that have emerged
- Successes, challenges, and lessons learned

Please reply to let us know by [DATE] if you are interested in participating in an interview. Feel free to reach out if you have any questions.

Sincerely,

[NAME]

This information collection is voluntary. 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 and expiration date for the described collection are OMB #0970-0356, Exp: 1/31/2027. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Urban Institute, 500 L'Enfant Plaza SW, Washington, DC 20037.

Reminder Recruitment Email to Data Lead(s)

TO: [Data Lead name]
FROM: [_____]]
CC: [_____]]

[Sent as a reply to initial email message.]

SUBJECT: RE: Invitation to Participate in an ACF Study on Child Care and Early Education Supply-Building and Sustainability

Dear [Data Lead name],

I'm following up on the invitation below to participate in a case study about [NAME OF STRATEGY] for a project called "[Understanding Supply-Building and Sustainability Efforts of the Child Care and Early Education Market](#)" funded by the Office of Planning, Research, and Evaluation (OPRE) within the Administration for Children and Families (ACF).

Please reply to this email by [DATE] if you are interested in participating in an interview. Feel free to reach out if you have any questions.

Sincerely,
[Name]

This information collection is voluntary. 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 and expiration date for the described collection are OMB #0970-0356, Exp: 1/31/2027. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Urban Institute, 500 L'Enfant Plaza SW, Washington, DC 20037.