

Appendix B.2. VRFD Reminder Letter



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[DATE]

FIRST NAME LAST NAME
ADDRESS
CITY, STATE ZIP

Dear [FIRST NAME] [LAST NAME],

We are writing to you again to ask you to take part in the Vocational Resource Facilitation Demonstration (VRFD) Follow Up Survey, sponsored by the Social Security Administration. You joined VRFD about one year ago and agreed to be contacted for this survey. If you have already completed the survey, thank you. If you have not yet completed it, please do so today.

The Kessler Foundation and Mathematica, an independent research company, were hired by SSA to study VRFD and to conduct the survey. Please use the login information below to access the survey online. You can complete the survey on a computer, tablet, cell phone, or mobile device.

Link: [\[insert link\]](#)

User name: [user name]

Password: [password]

Mathematica will send you a \$25 gift card if you complete the survey. If you prefer to complete this survey by telephone with an interviewer from Mathematica, please call Mathematica toll-free at 1-833-806-8690.

Taking part in this survey matters. Your answers will be combined with other people's answers and written in a report to SSA. Your name and identity will not be included in any report.

John O'Neill, Ph.D.

Director

Kessler Foundation Center for Employment and Disability Research



Privacy Notice: *Confirmit is a nongovernment application that may have different privacy policies from those of the SSA. This application is not under SSA's control and may not follow SSA's privacy, security, or accessibility policies located on their official website at <https://www.ssa.gov/privacy>. Once you access this application, you are subject to Confirmit's policies. As such, by using this application, you may be providing non-government third parties access to your personally identifiable information (PII). Mathematica is taking precautions to protect your privacy and PII, such as by using secure equipment and limiting access to your information. To minimize any risk of access by unauthorized third parties, we recommend that you use a reliable, secured, and private internet connection and complete the survey in a private location. General information about SSA programs may be found at <http://www.ssa.gov>.*

Paperwork Reduction Act Statement

This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer the survey questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 0960-0829; expiration date 05/31/2026. We estimate that it will take about 25 minutes to read the instructions and answer the survey questions. You may send comments about our time estimate to: Social Security Administration, 6401 Security Blvd, Baltimore, MD 21235-6401.