

Attachment B Combined Recruitment Emails

Email to CICC lived expert networks:

Hello,

You are receiving this email because you opted-in to learning more about future opportunities to engage with the Children's Interagency Coordinating Council (CICC). We invite you to consider the upcoming focus group opportunity described below.

We would like to extend the opportunity for individuals with current or recent experiences of poverty (within the past 3 years) to participate in a focus group hosted by the American Institutes for Research (AIR) on behalf of the CICC. The 90-minute session is an opportunity for parents and caregivers to talk about the most pressing issues impacting families, share thoughts on gaps in government benefits and services, and suggest ways to help reduce child poverty and promote well-being.

Who Can Join:

If you are a parent or caregiver who has recently (within the past 3 years) or is currently experiencing poverty – meaning there may not always be enough resources to meet basic needs (e.g., food, housing, utilities, etc.) – you're invited to participate.

Interested individuals will participate in one online focus group with about seven other individuals to share experiences with poverty, insights, and ideas for potential actions the federal government could take to reduce child poverty to promote child well-being. Your participation and responses will be kept confidential. As a thank you, you'll receive \$75 for your time.

Why Join:

Your voice and experience can make a difference. This focus group is a chance to help inform national policies and practices that could positively impact families and children facing poverty.

If you are interested, please respond to this email by **February 15, 2025**, to express your interest and receive more information about the focus group. If you have any questions, please email cicc@air.org.

Thank you for considering this opportunity!

American Institutes for Research

Email to CICC lived expert networks for youth recruitment

Hello,

You are receiving this email because you opted-in to learning more about future opportunities to engage with the Children's Interagency Coordinating Council (CICC). We invite you to consider the upcoming focus group opportunity described below.

We would like to extend the opportunity for youth with whom you work or for your own children to participate in a focus group hosted by the American Institutes for Research (AIR) on behalf of the CICC. The 90-minute youth focused session will provide an opportunity for individuals, ages 18 to 24, who have experienced (within the past 3 years) or are currently experiencing poverty to participate in identifying the most pressing issues impacting them and their families, discussing gaps in benefits and services, and exploring potential opportunities to reduce poverty and promote well-being.

Your child or youth with whom you work may be eligible to participate if they are between 18 and 24 years old and have recently experienced (within the past 3 years) or are currently experiencing poverty. Poverty is defined as not having enough resources to meet basic needs. Interested youth will participate in one focus group with approximately seven other youth to share their experiences with poverty and opportunities to reduce poverty to promote health and well-being. Youth will be compensated \$75 for their time and their participation will be confidential.

There are benefits to participation. Being involved can help inform national policies and practices for children, youth, and families experiencing poverty.

If your child or youth with whom you work is interested in this opportunity, please share this with them and respond to this email by **February 15, 2025**, to express their interest and receive more information about the focus group. Should you have any questions, please email cicc@air.org.

Sincerely,

American Institutes for Research

Email to state/local/territory/Tribal agencies

Subject: [Department/Agency] Invitation to Participate in Department of Health and Human Services (HHS) Sponsored Focus Group

To:

CC: CICC@hhs.gov

Hello,

On behalf of the Department of Health and Human Services' (HHS) Children's Interagency Coordinating Council (CICC), we are writing to invite the [Department/Agency] to participate in a focus group hosted by the American Institutes for Research (AIR).

In December 2022, Congress charged HHS with chairing and establishing the CICC. Congress indicated that the CICC should foster greater coordination and transparency on child policy

across federal agencies and examine and periodically report on a broad array of cross-cutting issues affecting child well-being. Currently, the CICC is gathering information from nonfederal departments/agencies to better understand the most pressing issues affecting child poverty and well-being. Your expertise and leadership in overseeing policies and programs that serve children and families with low income make your participation important to our initiative. Learn more about the CICC here: [Children's Interagency Coordinating Council | Youth.gov](#).

AIR will be hosting up to ten 90-minute focus groups with leaders like yourself. These sessions are designed to gather insights from cross-agency leaders within states, territories, and Tribes to better understand the needs and opportunities for reducing child poverty and enhancing the well-being of children and families impacted by poverty.

Your involvement in these discussions is completely voluntary and holds the potential to inform national policies and practices for children, youth, and families experiencing poverty. We hope to leverage your expertise to help the CICC and federal government develop more effective strategies to support child well-being, including for children experiencing poverty.

Should you or a departmental/agency colleague be interested in this important opportunity, please confirm your participation by responding to this email by **February 15, 2025**. For any questions or additional information, feel free to reach out to us at cicc@air.org.

Thank you for your commitment to making a difference.

Sincerely,

American Institutes for Research

Email to service providers/practitioners

Hello,

On behalf of the Department of Health and Human Services' (HHS) Children's Interagency Coordinating Council (CICC), we would like to extend the opportunity for you to participate in a focus group hosted by the American Institutes for Research (AIR) to better understand the most pressing issues affecting child poverty and well-being.

In December 2022, Congress charged HHS with chairing and establishing the CICC. Congress indicated that the CICC should foster greater coordination and transparency on child policy across federal agencies and examine and periodically report on a broad array of cross-cutting issues affecting child well-being. Currently, the CICC is gathering information from providers who serve children and families experiencing poverty. Your expertise and experience with serving children and families with low income make your participation important to our initiative. Learn more about the CICC here: [Children's Interagency Coordinating Council | Youth.gov](#).

AIR will be hosting up to ten 90-minute focus groups with service providers like yourself. These sessions are designed to gather insights from providers to better understand the needs and opportunities for reducing child poverty and enhancing the well-being of children and families impacted by poverty.

Your involvement in these discussions is completely voluntary and holds the potential to inform national policies and practices for children, youth, and families experiencing poverty. We hope to leverage your expertise to help the CICC and federal government develop more effective strategies to support child well-being, including for children experiencing poverty.

Should you be interested in this opportunity, please confirm your participation by responding to this email by **February 15, 2025**. For any questions or additional information, feel free to reach out to us at cicc@air.org.

Thank you for your commitment to making a difference.

Sincerely,

American Institutes for Research

Email to CICC lived expert networks:

Hello,

We want to invite young adults (ages 18-24) who have current or recent experiences of poverty (within the past 3 years) to join a 90-minute focus group hosted by the American Institutes for Research (AIR). This session is designed for young people to share what issues matter most to them and their families, talk about gaps in government services, and explore ways to reduce poverty and improve well-being.

Who Can Join:

You are eligible if you're between 18 and 24 years old and have experienced (within the past 3 years) or are currently experiencing poverty. We define poverty as not always having enough resources to meet basic needs such as food or other living expenses. If you join, you will be part of a small online group of about seven people, sharing your thoughts and experiences. Your participation will be confidential, and you'll also receive \$75 for your time.

Why Participate:

Your voice and experience can make a difference. This focus group is a chance to help inform national policies and practices that could positively impact families and children facing poverty.

OMB Control Number 0990-0421, Expires 2/28/2027

If you're interested, please respond to this email by February 15, 2025. For questions, you can reach us at cicc@air.org.

Sincerely,

American Institutes for Research