

Attachment B Combined Recruitment Emails

Email to parents/caregivers (direct outreach):

Hello,

On behalf of the Department of Health and Human Services' (HHS) Children's Interagency Coordinating Council (CICC), we are writing to you to participate in a focus group hosted by [CONTRACTOR].

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 use the link below and follow the instructions to register. Space is limited; register now to reserve your spot. If you have any questions, please email (CONTRACTOR CICC EMAIL).

[LINK TO REGISTRATION FORM]

Thank you for considering this opportunity!

(CONTRACTOR)

Email to CICC lived experience 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 (CONTRACTOR) 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 information with them, including the link below to register. Should you have any questions, please email (CONTRACTOR CICC EMAIL).

Sincerely,

(CONTRACTOR)

Email to state/local/territory/Tribal agencies (direct outreach)

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 [Department/Agency] to participate in a focus group hosted by (CONTRACTOR).

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.

(CONTRACTOR) 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, local areas, 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 use the link below and follow the instructions to register. Space is limited; register now to reserve your spot. For any questions or additional information, feel free to reach out to us at (CONTRACTOR CICC EMAIL).

[LINK TO REGISTRATION FORM]

Thank you for your commitment to making a difference.

Sincerely,

(CONTRACTOR)

Outreach to state/local/territory/Tribal agencies (Shorter version, broad distribution)

The Department of Health and Human Services' (HHS) Children's Interagency Coordinating Council (CICC) is inviting leaders within states, local areas, territories, and Tribes to participate in a 90-minute virtual focus group hosted by [CONTRACTOR], to discuss the needs and opportunities for reducing child poverty and enhancing the well-being of children and families impacted by poverty. Involvement in these discussions is completely voluntary and holds the potential to inform national policies and practices for children, youth, and families experiencing poverty.

If you or a colleague from your department or agency are interested in participating, please use the link below and follow the instructions to register. Space is limited; register now to reserve your spot. For any questions or additional information, feel free to reach out to us at (CONTRACTOR CICC EMAIL).

[LINK TO REGISTRATION FORM]

Email to service providers/practitioners (direct outreach)

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 (CONTRACTOR) 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.

(CONTRACTOR) 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 or a colleague be interested in this opportunity, please use the link below and follow the instructions to register. Space is limited; register now to reserve your spot. For any questions or additional information, feel free to reach out to us at (CONTRACTOR CICC EMAIL).

[LINK TO REGISTRATION FORM]

Thank you for your commitment to making a difference.

Sincerely,

(CONTRACTOR)

Outreach to service providers/practitioners (Shorter version, broad distribution)

The Department of Health and Human Services' (HHS) Children's Interagency Coordinating Council (CICC) is inviting practitioners who serve children and families with low income to participate in a 90-minute virtual focus group hosted by [CONTRACTOR], to discuss the needs and opportunities for reducing child poverty and enhancing the well-being of children and families impacted by poverty. Involvement in these discussions is completely voluntary and

holds the potential to inform national policies and practices for children, youth, and families experiencing poverty.

If you or a colleague from your organization or agency are interested in participating, please use the link below and follow the instructions to register. Space is limited; register now to reserve your spot. For any questions or additional information, feel free to reach out to us at (CONTRACTOR CICC EMAIL).

[LINK TO REGISTRATION FORM]

Email to CICC lived experience 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 (CONTRACTOR). 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.

If you're interested, please use the link below and follow the instructions to register. Space is limited; register now to reserve your spot. For questions, you can reach us at (CONTRACTOR CICC EMAIL).

Sincerely,

(CONTRACTOR)

**Email to service providers/practitioners for parents/caregivers and youth recruitment
[ATTACH RELEVANT FLYER(S)]:**

Hello,

The Department of Health and Human Services' (HHS) Children's Interagency Coordinating Council (CICC) is inviting parents or caregivers and young adults (ages 18-24) with current or recent experiences of poverty to join a 90-minute focus group hosted by the (CONTRACTOR). This session is designed for parents, caregivers, and 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.

We are reaching out for your assistance sharing this opportunity with parents, caregivers, or young people with whom you work. Attached is a flyer(s) with information about the opportunity and instructions for interested individuals to register for the focus group.

Who Can Join:

- Parents and caregivers currently experiencing poverty or recently experienced poverty (within the past 3 years).
- Young adults ages 18-24 currently experiencing poverty or recently experienced poverty (within the past 3 years).

We define poverty as not always having enough resources to meet basic needs such as food or other living expenses. 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. Participant involvement and responses will be kept confidential. As a thank you, they'll receive \$75 for their time.

Why Join:

Their 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.

Request: We appreciate your support in distributing the attached flyer(s) to eligible parents, caregivers, or youth. For any questions or additional information, you can contact (CONTRACTOR CICC EMAIL) .

Thank you for your support!

[CONTRACTOR]

Confirmation email to participants following completion of sign-up form

Hello,

Thank you for signing up to participate in a focus group to inform the Children's Interagency Coordinating Council (CICC). We are pleased to confirm your participation in the group, scheduled for [DATE] at [TIME; TIME ZONE]. The session will last up to 90 minutes and will be held via [Zoom / Teams / other videoconferencing platform].

When it's time for your session, you can join using the link below:
[MEETING LINK].

If you are no longer able to participate, please let us know as soon as possible by contacting us at (CONTRACTOR CICC EMAIL).

Thank you again for your interest, and we look forward to hearing your perspectives during the discussion.

Best regards,
[CONTRACTOR]