Appendix B. Email invitation to participate in interview

Subject: Request for interview to support Toolkit development

Dear [NAME],

As you know, [Agency/Jurisdiction] is participating in a pilot to advance efforts to better meet the needs of families served by multiple programs. [Agency/Jurisdiction] is one of 8 sites participating in this pilot, funded by the Administration for Children and Families (ACF; U.S. Department of Health and Human Services) and led by MEF Associates, the Urban Institute, and The Adjacent Possible.

As part of the pilot, [Agency/Jurisdiction]'s team is providing insights and information to support the development of a Toolkit for state and local agency administrators interested in advancing benefits coordination efforts to support whole families. One way we are collecting information is by interviewing people who have been involved with the pilot or would otherwise have insights to share about how we can make the Toolkit most useful.

We are inviting you to participate in a 60-minute interview to discuss the Toolkit. You were recommended [because of your involvement with the pilot/as someone who might have valuable information to share with our team].

- We will schedule the interview at your convenience.
- The interview will take place [over Zoom/on Microsoft Teams/in-person while our site team is visiting [Jurisdiction].
- You are not required to participate in an interview
- This as an opportunity to share your expertise and insights and help shape a resource for the field.

Please let us know as soon as possible if you can participate in an interview, and we will move forward with scheduling.

If you have any questions or comments about the project, please contact the project's federal project officer, Victoria Kabak at Victoria.Kabak@acf.hhs.gov. You may also contact the project lead, Kate Stepleton at kate.stepleton@mefassociates.com.

Thank you for your time. We look forward to hearing from you.

Best,

[Coaching team members]