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## Appendix J: Letter to grantees—YEARS Site Visit

Dear Office of Family Assistance (OFA) Grantee,

Child Trends, an independent research organization, is contracting with the Administration for Children and Families in the U.S. Department of Health and Human Services to conduct a study to better understand the Office of Family Assistance (OFA)-funded Healthy Marriage and Relationship Education (HMRE) services provided to youth aged 14-24. The goal of this study is to describe the organizations implementing OFA-funded HMRE programs and the youth served by these programs, and to identify promising approaches used by grantees to better serve youth in HMRE programs.

As a part of this effort, Child Trends will be conducting site visits with nine OFA-funded HMRE grantees. During the site visits, we will conduct observations of HMRE program sessions and conduct interviews with program directors/administrators, facilitators, and for some sites, staff from partnering organizations. As an incentive for your participation, respondents will receive a \$25 Visa gift card for participating in interviews.

In the coming weeks, Child Trends will be contacting organizations that provide OFA-funded HMRE programming for youth aged 14-24 to recruit sites for this study. We hope to visit sites that provide a range of curricula and serve diverse populations of youth throughout the country. To help us reach a diverse range of programs for our site visits, we will conduct a brief screener interview to ensure eligibility at the beginning of our calls. This screener interview includes requests for information such as the age composition of youth clients and similar information that each service site reports semi-annually.

Please do not hesitate to call or email Child Trends if you have any questions about the study or if you are interested in being selected for a site visit. You can contact our study analyst, Shelby Hickman at (240) 223-9341 or [shickman@childtrends.org](mailto:shickman@childtrends.org).

Thank you in advance for your participation,



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Mindy Scott, PhD

NOTE: The Paperwork Reduction Act Statement: The described collection of information is voluntary and will be used to better understand the Healthy Marriage and Relationship Education (HMRE) services provided for youth aged 14-24. Public reporting burden for the collection is estimated to average 90 minutes, including the time for screening for eligibility, reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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 control number for this collection is XXXX-XXXX and it expires on XX/XX/XXXX.