

Appendix A: Adult Head of Household Advance Letter

<<DATE>>

Dear «FIRST_NAME» «LAST_NAME»:

You are receiving this letter because in [RAMO_YEAR] you voluntarily agreed to participate in the Family Options Study. As you may recall, when you agreed to participate in the study, you were told that researchers would contact you from time to time to participate in an interview. You may even recall completing some interviews with us over the past 12 years.

The Family Options Study is funded by the U.S. Department of Housing and Urban Development or HUD. Interviewers from Abt Associates are helping HUD with this research study. We are conducting interviews to gather important information. We are writing to let you know that we are getting ready to begin follow up interviews.

An interviewer from Abt Associates will contact you to explain the interview in the next few months. If you want to do the interview, the interviewer will ask you to pick a time that is best for you to complete it. Your participation is voluntary—you can choose whether or not to participate in this survey.

- Your experiences are unique. Only you can tell us about your experiences, so your participation is important.
- You can help us understand which type of housing and services are effective at helping families that experienced housing insecurity.
- The interviews will ask about your housing, your employment, your health, and your education. We will also ask some questions about the children in your family.

Whether you choose to participate in the interview or not will not affect any benefits that you may receive now or in the future. If you choose to participate, any information you provide to us will be kept private to the extent allowable by law. Only the researchers involved in this study will see your responses.

The interview will last about 60 minutes, and after you complete the survey, you will receive a gift card valued at \$50 to thank you for your help with this important study.

Si le gustaría recibir esta información en Español, favor de llamar a Abt Associates al 1-xxx-xxx-xxxx.

Sincerely,

Brenda Rodriguez
Senior Project Director for Family Options Study

PRA Burden Statement: Public Reporting Burden for this information collection is estimated to average 3 minutes per respondent, including time to review this letter. The Family Options Study is a multi-site random assignment experiment designed to study the impact of various housing and services interventions for homeless families in five key domains: housing stability, family preservation, adult well-being, child well-being, and self-sufficiency. This information is being collected to let the families who are enrolled in the Family Options Study know that the research team will be contacting them to administer a followup survey. Respondents are not required to respond. The information requested under this collection is protected and held confidential in accordance with 5 U.S.C. § 552a (Privacy Act of 1974) and OMB Circular No. A-130. The data is being collected under collected under OMB Control No. 2528-0258, expiring on xx/xx/xxxx

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to Anna P. Guido, Reports Management Officer, RRE, Department of Housing and Urban Development, 451 7th Street SW, Room 8210, Washington, DC 20410-5000. When providing comments, please refer to OMB Control No. 2528-0259. HUD may not conduct and sponsor, and a person is not required to respond to a collection of information unless the collection displays a valid OMB Control Number.

PRIVACY ACT STATEMENT

Authority: Sec. 501, 502, Housing and Urban Development Act of 1970 (Pub.L. 91- 609), 12 U.S.C. 1701z-1, 1701z-2

Purpose: This information is being collected to evaluate the long-term outcomes of the families that enrolled in the Family Options Study between September 2010 and January 2012.

Routine Use: Please refer to System of Record Notice.

Disclosure: Your participation in this information collection is voluntary and you can choose not to answer any question that is asked. Your responses will not affect your current or future receipt of housing assistance or other benefits.

SORN ID: Homeless Families Impact Study Data Files, PD&R/RRE.XX