

Site Visit Recruitment Email to SAVE User Agencies

Dear «FirstN» «LastN»,

As explained in the attached letter from the U.S. Citizenship and Immigration Services (USCIS), [IMPAQ International LLC](#) (IMPAQ) is conducting an important independent evaluation of the Systematic Alien Verification for Entitlement (SAVE) Program, in which your organization is currently participating. This evaluation is designed to explore how SAVE operates in the field, and to identify challenges and areas for improving the Program. We have selected 40 diverse SAVE user agencies and organizations across the country to be part of the site visit component of this evaluation, and {Name of agency/organization} is one of those sites. To accurately assess the effectiveness of the Program, it is important to have broad representation across SAVE users. We anticipate and appreciate your participation in this vital component of the evaluation. Your participation in the evaluation is voluntary. As a SAVE User Agency member, your information is vital to the success of the evaluation, and your agency's participation is strongly encouraged.

IMPAQ will do everything possible to make this a worthwhile experience for all concerned. We will tailor our visits to fit each organization and do our best to minimize your burden. In most cases, two IMPAQ researchers will visit your site for 1 day to:

1. *Observe a demonstration of your SAVE system.*
2. *Interview selected members of your staff.* To facilitate notetaking and reduce burden on the interviewee, audio recording of interviews will be employed.
3. *Collect copies* of any SAVE-related documents you hand out to clients and any SAVE staff training materials, as well as screenshots of your user interface, if available.

It is important that you feel free to openly express your views on the SAVE Program. Any data and/or information shared during the evaluation will be handled with anonymity. Only the research team conducting the evaluation will have access to the data and information your agency shares. All data and information will be pooled with the data and information collected from other Save User Agencies, and will be published in aggregate form only.

The next step is for us to schedule a call with you that should take about 25 minutes, in which we will:

- Provide you with any additional information you may want about the evaluation and your participation;
- Set up a date and time for a more extensive follow-up phone call in preparation for the site visit; and,
- Identify possible dates for the site visit.

Please respond to this email by (INSERT DATE), including the best contact information (email address and phone number(s)) for reaching you, as well as 2-3 dates and times in the next 3 weeks when you would be available for the initial call.

If you believe you are not the right person in your organization to respond, please send us the name and contact information for the person who is a better contact for purposes of this evaluation.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB Control number. The valid OMB control number for this information collection is 1615-NEW. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

We look forward to hearing back from you soon and very much appreciate your participation in this important site visit component of the SAVE evaluation. In the meantime, if you have any questions about the evaluation, please feel free to contact me at xxx-xxx-xxx or name@impaqint.com. Thank you in advance for your participation.

Sincerely,
Name/Title of IMPAQ POC