



National
PKU
Alliance

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SCHEDULING AN IN DISTRICT MEETING WITH YOUR HOUSE REPRESENTATIVE

- 1. Identify Your Members of Congress:** To find your House Representative, go to: <https://www.npkua.org/Take-Action/Your-Legislators> and enter your address. It will identify your House Representative and provide a link to his/her website (contact information for your two Senators will also be shown). Go to the Representative's website to find the telephone number for the local office nearest to your home.
- 2. A Few Helpful Tips Before You Call:**
 - *Some offices have meeting request forms available on their website. You can find out by going to the "contact" section of your Representative's website.*
 - *If you are told you must submit a meeting request in writing, please use the letter included here and send it via **FAX**. Regular U.S. Mail takes many weeks to deliver due to security requirements.*
 - *If your House Representative is not available to meet with you, you may be asked to meet with a staff person instead. This is not a negative thing. Legislators rely a great deal on their staffs and receive detailed reports on every visit with constituents.*
- 3. Call the local office and ask for the scheduler.**

Tell the scheduler:

I am a constituent from [CITY, STATE], and I would like to request a meeting with Representative _____ and his/her legislative assistant responsible for health issues when the Representative is in his/her home district.

I would like to discuss the Medical Nutrition Equity Act – S.1194 and H.R.2587, (sponsored by Senator Bob Casey and co-sponsored by Senator Chuck Grassley in the Senate; and Representative John Delaney and Representative Jamie Herrera Beutler in the House), with Representative _____. [If a parent, consider bringing your child with PKU to the meeting]. Also joining me at the meeting will be my daughter/son, who has PKU.

Thank the scheduler for their assistance.

- 4. Record the Appointment.** Write down the appointment date and time as well as the name of any staffer you have been asked to meet with.
- 5. You're all done – wasn't that easy!**

Date

Attn: [Name of Scheduler, if known]
The Honorable [Name of Representative]
Local Office address
City, State, Zip Code
Fax: [fax number]

Dear Ms./Mr. [Name of scheduler] or To Whom It May Concern:

I live in [City, State] and am writing to request an appointment to speak with Representative _____ in his/her [city, state office] to discuss the Medical Nutrition Equity Act – S.1194 and H.R.2587, (sponsored by Senator Bob Casey and co-sponsored by Senator Chuck Grassley in the Senate; and Representative John Delaney and Representative Jamie Herrera Beutler in the House). The Act would ensure all individuals with PKU and other inborn errors of metabolism identified through Newborn Screening Programs have access to the medical foods required to prevent severe disabilities and death so they can become healthy and productive citizens.

I would like to meet with Representative _____ when he/she is in his/her home district.

Please let me know when the Representative _____ might be available. I will follow up with you in a few days if I have not heard back.

Thank you,

[Sign here]

Your name
Your address
Your e-mail address
Your telephone Number