

## PLAN A CONGRESSIONAL VISIT

The NASWA Winter Policy Forum will be held February 22-24, 2017 during a Congressional recess week. As a result, members of Congress will likely be in their state or congressional district. However, your visit to Capitol Hill is a chance to educate that member's point staffer on our workforce priorities.

### SET UP A HILL VISIT

**Begin the appointment process now** to have your appointments scheduled well in advance of arriving in Washington.

- Call your Congressional office
  - » House switchboard 202-225-3121
  - » Senate switchboard 202-224-3121
- Ask to speak with your member of Congress or Senator's office
- Once connected, indicate that you are coming to DC from your state's workforce agency and would like to schedule an appointment with the person handling labor or workforce issues in the office. (Note: You will likely be connected to the member's Legislative Assistant (LA) or Legislative Director (LD))
- Advise the staffer that you will be in Washington on Friday, February 24th for NASWA's Winter Policy Forum and would appreciate the opportunity to brief him/her on your state's workforce issues, and your workforce priorities for the coming year.

*Inform NASWA via email which members you will be meeting and who will be the point of contact.*

### PLAN AHEAD FOR THE MEETING

Prepare your state's WIOA performance information, including:

- The number of participants served in the past year
- Placement rates

You may also prepare press stories from your home state, business utilization of your One Stop Centers, and stories or testimonials from program participants about how your program made a difference.

### WHAT TO EXPECT

- Lines at security checkpoints
- Your meetings to last between 15 and 30 minutes
- To wait
- Very young staff. However, please remind yourself they are the member of Congress in absentia
- To hear legislative terms you don't know
- Questions to which you may not know the answer. You can always tell the staffer you will follow up via email.
- To present yourself as your home state's resource
- To lay the foundation for an ongoing relationship with your member of Congress

### Meeting Tips

- Don't be late
- Don't be partisan
- Don't use program lingo and acronyms
- Don't argue about a member's position
- Don't fight for the chance to speak
- Don't lie or stretch the truth
- Don't forget to invite your congressional member to visit

### Following Up

Leave materials with the Legislative Assistant or Legislative director. These might include:

- NASWA's 2017 Legislative Priorities
- Your state's performance information
- Your state's annual report
- Recent media about your program or an issue

### **Don't forget to follow up after the visit**

- Become an ongoing resource for the Congressional staff
- Provide information you may have promised
- Invite the member and their staff to visit your agency
- Send a thank-you email

Please direct questions to:  
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