

CORRESPONDING WITH MEMBERS OF THE STATE LEGISLATURE OR U.S. CONGRESS

0503

(Revised 1996)

All requests, regardless of topic or subject matter, from a legislator or member of Congress should be directed to the Office of Legislation for appropriate referral and response. When a written response is required, a draft should be prepared surnamed through the Office of Legislation.

Correspondence concerning legislation which involves a policy issue and for which CDF has not received an approved position from the Governor must be approved by the Resources Agency prior to transmission to a legislator's office. The original letter should be sent to the Chief, Office of Legislation for review together with a Governor's Office Correspondence Cover Sheet (see Secretarial Procedures Handbook). From there, the letter will be forwarded to the Resource Agency for approval. A copy of the approved letter will be returned to the department for final processing. If you have questions regarding the use of the cover sheet or its completion, call the Office of Legislation.

The appropriate procedure for corresponding with members of Congress and members of the State Legislature can be found on pages 2410-12 through 2410-14 of the Secretarial Procedures Handbook. All correspondence to the Congress or the Legislature must be surnamed by the Chief, Office of Legislation and a copy provided to the Office of Legislation and the Resources Agency after signature. Additional information on dealing with congressional contacts is found in ***Section 0580, Federal Legislation*** ([see section](#)).

Check with the Office of Legislation for current members and their office addresses, since committee chairpersons and members may change during the session.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME
PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

[\(see next section\)](#)

[\(see Table of Contents\)](#)