



HOW TO: SCHEDULE MEETINGS WITH & SEND MESSAGES TO YOUR ELECTED OFFICIALS

WHO ARE YOUR ELECTED OFFICIALS?

At the federal level, each person is represented by two US Senators and one Member of the US House. You can find the list of Senators by each state [here](#). You can find your individual Member of Congress by entering your address [here](#).

At the state level, each state has a different system of government. Every state has a governor, and most states have a two-chamber system, with one state senator and one state house Member representing you. In order to find your state legislators, enter your address [here](#).

It can also be valuable to contact your local elected officials, like mayors and city council Members.

HOW TO CONTACT ELECTED OFFICIALS

Most elected officials have contact information and scheduling request forms listed on their websites. You can locate your [U.S. senators'](#) contact information or find your [U.S. representative's](#) website and contact information by clicking the links.

Get in touch with your [state governor](#) or find the names and current activities of your [state legislators](#).

Locate your [mayor](#) by name, city, or population size. Find your [county executive](#) (the head of the executive branch of government in your county) by map search or your ZIP Code. The county executive may be an elected or an appointed position.

If you would like to schedule a meeting, we always recommend trying to secure a meeting directly with a Member of Congress first. However, sometimes you will be connected to a staffer, who will take the meeting. This is not something to be offended by and does not mean that your issue will not be heard. Elected officials' staffs are decision makers for their bosses. They provide recommendations to them based on these meetings, and they have significant ability to be able to help you.



Sometimes, there may be issues that come up where you would just like to send an email to the Senator or Member of the House about how you feel on an issue. Right now, we know that Senators are being flooded with emails in opposition to phasing-out 14(c). That is why it is important to email your Senator and say why you think phasing-out 14(c) is important and how it relates to your state. Similar to scheduling an email, the contact information for Members is above. Normally, there is a form on their website where you can send the message. Senators and Members do read those messages, and they typically have at least one staffer, if not more, who review every single message and pass them along to the Member or Senator. The staff and Members want to hear from you and care about your stories.

SAMPLE SCHEDULING REQUEST

Dear **[ELECTED OFFICIAL NAME]**,

My name is **[YOUR NAME]**, and I am a constituent who lives in **[YOUR TOWN]**. I am a member of the Association of People Supporting Employment First (APSE), which is the only national organization focused exclusively on Employment First to facilitate the full inclusion of people with disabilities in the workplace and community. I am hoping to meet with you to discuss the importance of phasing-out 14(c), which allows individuals to be paid less than minimum wage, and the importance of doing so to **[YOUR STATE]**.

Do you have availability during the below times to meet with me?

[YOUR AVAILABILITY]

Sincerely,

[YOUR NAME]

SAMPLE EMAIL/ LETTER OUTREACH

Dear **[ELECTED OFFICIAL NAME]**,

My name is **[YOUR NAME]**, and I am a constituent who lives in **[YOUR TOWN]**. I am a member of the Association of People Supporting Employment First (APSE), which is the only national organization focused exclusively on Employment First to facilitate the full inclusion of people with disabilities in the workplace and community.

I write today to ask for your support in phasing-out 14(c) certificates, which allows individuals with disabilities to be paid less than minimum wage, sometimes pennies to the hour. While the sub-minimum wage may have historically been a valid and effective strategy for enhancing employment opportunities for people with disabilities, there are now resources available to support individuals with disabilities in the workforce, and the 14(c) provision under the Fair Labor and Standards Act is no longer necessary or acceptable.



[DISCUSS THE IMPLICATIONS OF 14(C) IN YOUR STATE, WHY THIS ISSUE IS PERSONALLY IMPORTANT TO YOU, OR SOME OTHER COMMENT TO CONNECT THE ISSUE TO THE ELECTED OFFICIAL'S STATE]

In particular, I support phasing-out 14(c) over time, accompanied by a comprehensive, national systems change movement based on the principle that employment in the community is the first option for individuals with disabilities. **[DISCUSS WHAT RESOURCES YOU NEED TO ENSURE PHASE-OUT OF 14(C) IS DONE PROPERLY IN YOUR STATE]** This is what the recent legislation introduced in the House does, which is why I support the bill.

Everyone has abilities to contribute, and their work should be recognized and rewarded with fair pay, creating inclusive workplaces. Employment enriches and adds meaning to every life, and workplaces and communities are enhanced when they embrace differences. As such, I call on you to phase-out 14(c).

I appreciate your consideration of this request.

Sincerely,

[YOUR NAME]