



STEPS FOR REQUESTING A VISIT

1. Before contacting your legislator's office, find out whether the elected official has visited your health center in the past and if there is already someone at your health center (or consortia) who has a relationship with the member and/or the member's office. If you identify someone, it may be a good idea to have the invite come from that individual.
2. Contact the Member of Congress' Washington, D.C. office and ask to speak with the scheduler. Find your Member of Congress **HERE**. Be prepared to make your scheduling request 3-4 weeks in advance. Ask the scheduler how they prefer to receive the invitation, and if the letter should be sent to the D.C. scheduler or to someone in the District Office.

Be clear if you plan to invite media or press to the event – the elected officials will ask.

3. After you speak with the scheduler, you send a formal letter of invitation from the CEO and/or Board Chair, or a board member who has a personal relationship with the legislator or the legislator's office. (Sample Invitation Below)
4. Don't be afraid to be persistent! If you do not hear back within a week, follow-up with the scheduler. Remember: "Third time's the charm!"

SAMPLE INVITATION

Dear Representative [Last Name]:

On behalf of <CLINIC NAME>, serving <PATIENT NUMBER> throughout the <XX District>, we cordially invite you to join our community health center for a [insert event and date] and discussion with <CLINIC> leadership and patients. We'd like to invite you to see the services we provide, meet the dedicated caregiving team, and hear directly from patients about our impact in the community.

Community health centers and clinics are the backbone of our healthcare system, providing essential care for millions of Californians. We provide services beyond primary care including—specialty care, prenatal care, urgent care, mental and behavioral healthcare, telehealth, in-home visits, chronic illness management, pharmacy services, dental services, chiropractic services, optometry care and more.

Community health centers play a vital role in reducing barriers to health care access by ensuring that ALL Californians have access to quality health care.

When people have access to healthcare, communities are healthier. Preventative medicine means that people are relying less on the emergency room for care, reducing the economic impact on the healthcare system.

We look forward to having you visit <CLINIC> to further highlight the important role that community health centers and clinics play in our region.

Please respond to XXXX at XXXX to confirm your interest and schedule a time.

Thank you,
[Clinic CEO/Board Member]

THANK YOU & FOLLOW UP

Dear Representative [Last Name]:

Thank you for your visit to <CLINIC> to see firsthand the important role that community health centers and clinics play in keeping our communities healthy.

As discussed at your visit, more than [district specific data] rely on Medi-Cal for health insurance coverage including—pregnant women, seniors, individuals with disabilities, veterans, and low-income families, the majority of whom rely on community health centers and clinics for their health care needs.

The reality is that if cuts to Medicaid move forward, the hit to Medi-Cal would destabilize community health centers and clinics, forcing cutbacks in health services, staffing reductions and even potential closures of our clinics.

One in five Californians receive their care from a community health center, and our clinics play a vital role in reducing barriers to healthcare access, because of the comprehensive, quality, whole person care we offer. Without a dedicated funding stream, this all hangs in the balance.

On behalf of the thousands of community health centers and clinic sites and the millions of patients being served by community health centers and clinics, we urge you to ensure Medi-Cal has a source of funding. Without it, Californians will suffer. We hope witnessing [health center name] impact on your constituents' lives and communities will provide valuable insight into your important work on Capitol Hill.

We look forward to ongoing discussions and remain a resource for any follow-up questions or concerns.

Thank you,
[CLINIC CEO/Board Member]