

Constituent Advocacy

Contact Members of Congress About VOCA

Direct All Communications to DC Offices

Most Members of Congress and their staff advise that communications on legislative, policy, and funding issues should be directed to their D.C. offices. (The district offices typically handle “case work,” i.e., constituent problems with veterans’ benefits, IRS claims, etc., or municipal issues.)

Most Effective Methods of Contact

1. Electronic Correspondence

Most of the PA Congressional Delegation recommends using their Web sites to electronically communicate on issues. Staff say this is the quickest way to reach your House or Senate Member and to receive a response. When you click on “contact information” you’ll have the option of composing an electronic message.

Please Note: You won’t be able to send attachments with your message. If attachments are necessary, it’s okay to call the DC office and ask for a specific staff email address.

2. Fax

This is another option if you have attachments or would prefer not to use electronic correspondence.

3. Phone

Unless you are calling with a very short message (E.g., Raise the VOCA cap to \$1 billion), telephone calls aren’t the most efficient or effective. Staff do not have time to fully document the specifics of each call, other than name, date, time, and a few words about the issue. They probably will ask you to send something in writing.

4. Mail

This is the least effective and timely way to communicate with your House or Senate Members in their DC offices. All mail takes about 3-6 weeks to reach the Member because of screening precautions.

Furthermore, a number of Members are now moving to paperless offices and are scanning and then shredding paper mail.

Titles/Salutations

In correspondence, Members of the U.S. House of Representatives should be addressed as:

The Honorable _____
United States House of Representatives

Members of the U.S. Senate should be addressed as:

The Honorable _____
United State Senator

Proper salutation in correspondence:

Dear Congressman or Congresswoman or Dear Senator

[Pennsylvania Congressional Delegation Contact Information](#)