

Email and Letter Templates, Phone Scripts, Tweets, and Thank You Notes

Thank you for your interest in participating in our 2022 Phone a Friend at the General Assembly campaign.

Here, you will find our 2022 legislative priorities as well as our phone call scripts and email templates. Each of the templates and scripts have been broken up by our two priorities, the housing specialist position and expansion of case management. Each of these templates have a different request. Take a look through the options to see which you like the best.

You are welcome to send your letter, email, or call your direct representative or to reach out to members of the [House and Senate Appropriations Committees](#). These committees are responsible for the budget. **Your Senator or Delegate may or may not serve on these committees, so it is still important to find your legislator!** In the templates, you will see it says "I am a constituent of x." This means that you are someone that lives in the area they are representing. If you are writing a member of the budget committees and you are not a constituent, you can remove that from the template or script.

Once you have looked through, choose the template or script you would like to use and download the word document [here](#). These word documents are editable to you so you can add in your name, your representative's name, and your story. Anything you will need to add is highlighted in **yellow**. You can then send the document to them in an email or letter.

If you are interested in sending a letter to your legislators, please click [here](#) to see the instructions on mailing your letter.

If your legislators are the following, please review our "Thank You" notes as they have introduced our budget asks to the General Assembly.

- Delegate Emily Brewer
- Senator Monty Mason
- Senator Frank Ruff
- Delegate John McGuire

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Legislative Priority #1 – Case Management Services

- WHAT: \$570,000 to expand specialized community based brain injury case management services into unserved areas
- PATRONS AND ITEM NUMBERS:
 - Del Emily Brewer
 - Sen Monty Mason
- WHY:
 - According to estimates from the Brain Injury Association of Virginia, more than 302,000 Virginians are disabled as a result of brain injury. This funding would facilitate the hiring of 4 adult case managers and 2 pediatric case managers to serve Virginians with moderate to severe brain injury, who are disabled as a result of the injury and who reside in unserved regions of the state.
 - Adult brain injury case management services are currently available in 82% of cities and counties (115/139); pediatric brain injury case managers are available in 42% cities and counties (59/139).
 - A program providing pediatric case management services in the Shenandoah Valley has ended due to a loss of grant funding. The program was grounded in best practices, effective and in demand, and has been a big loss to the 40 families who depended on that service to ensure their children received the appropriate supports and services in school and in the community.
 - This appropriation would fund services to 100 children and families in the Shenandoah Valley and in South Hampton Roads that need an important source of support.
 - This appropriation would also fund adult case managers in Rappahannock County and the Middle Peninsula and Northern Neck regions of the state.
- HOW: Through a DARS Appropriation and existing contract processes, community based adult and pediatric brain injury case management services would be established in areas of Virginia as outlined in the brief.

Legislative Priority #2 – Housing Specialist

- WHAT: \$1,125,000 to create a “Housing Specialist” position at each state funded community based BI program
- PATRONS AND ITEM NUMBERS:
 - Sen Frank Ruff
 - Del John McGuire
- WHY:
 - Despite facing the same needs as those with intellectual and developmental disabilities, people with brain injury have little to no residential service options available to them within the Commonwealth due to a lack of waiver supports.
 - The shortage in housing and support options for individuals with disabilities has reached crisis proportions; 41% of the people who called the Brain Injury Association of Virginia (BIAV) last year told us housing was one of their top 3 needs.
 - The BIAV has seen a 60% increase in the number of calls we receive for housing related assistance; 66% of state funded brain injury programs report an increase in the calls they receive; 25% said it is a significant increase, 41% report a small increase, 33% report about the same.
 - Housing is known to be one of the primary social determinants of health, and affordable, accessible, and appropriate housing can be life-saving.
 - Staff are needed at community based-brain injury programs to liaise with local housing entities, represent the needs of the brain injury community in housing related conversations, and work with their clients to obtain the necessary housing supports and/or develop independent living skills to maintain clients safely and stably in the community.
 - As the brain injury community is just beginning to develop housing capacity in the area of housing, and as we will be starting behind several other advocacy organizations in terms of our tenure and experience in this service area, we feel these positions will be critical to our ability to make effective and efficient use of the High Needs Support Waiver many of those we serve may require.
- HOW: Through a DARS Appropriation and existing contract processes, 9 existing community based brain injury programs would receive funding for and be directed to establish a staff position to facilitate housing placement and/or the development of independent living skills for their clients.

Phone Templates

Housing Specialist #1 - Phone

Hello, my name is (Your Name) and I am a constituent of **Senator/Delegate (Last Name)**. May I speak with them or a legislative aid about the importance of addressing the shortage of services for individuals with brain injury?

Once you are connected with the LA or legislator

Hello, my name is (Your Name) and I am a constituent of **Senator/Delegate (Last Name)**.

Nearly 300,000 Virginians are disabled as a result of brain injury; current levels of state supported funding to provide community based brain injury services is \$6.7 million or \$6.02 per person.

The reason I care about this is because... **(this is where you tell your story...tell them why you care. Describe a program you attend or a service you get and how it helps you. If you are writing from an area where programs have wait lists, or where there are no services available, explain how those services could make a difference in your life).**

This year, we are asking for \$1,125,000 to create a "Housing Specialist" position at each state funded community based brain injury program. Despite facing the same needs as those with intellectual and developmental disabilities, people with brain injury have little to no residential service options available to them within the Commonwealth due to a lack of waiver supports. Staff are needed at community based-brain injury programs to liaise with local housing entities, represent the needs of the brain injury community in housing related conversations, and work with their clients to obtain the necessary housing supports and/or develop independent living skills to maintain clients safely and stably in the community.

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Email Templates

Housing Specialist #1 - Email

Dear **Senator/Delegate (Last Name)**:

I am a constituent and writing to you because I am convinced it is time for the General Assembly to address the shortage of services for individuals with brain injury.

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Sincerely,

Your Name

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Dear **Senator/Delegate (Last Name)**:

I am a constituent and writing to you because I am convinced it is time for the General Assembly to address the shortage of services for individuals with brain injury.

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Sincerely,

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Case Management #1 – Email

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Sincerely,

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Sincerely,

Your Name

Tweets

- Thank you Delegate John McGuire and Senator @RuffForSenate for your support of our Housing Specialist position budget amendment. Learn more at <https://tinyurl.com/25bbhabc>. @BIAVirginia
- Thank you Delegate @BrewerForVa and Senator @SenMMason for your support of our expansion of specialized community based BI Case management budget amendment. Learn more at <https://tinyurl.com/25bbhabc>. @BIAVirginia
- Today, I'm phoning my friend (Senator/Delegate X) at the #VAGeneralAssembly to ask for their support for brain injury funding. Learn more about BIAV's Awareness Day at <https://tinyurl.com/25bbhabc>. @BIAVirginia

Letter Writing

You asked, we listened! Phone a Friend 2022 also includes writing a letter to your legislators! We have created some letter-writing templates for advocates to use to mail their legislators a letter. We suggest that if you are choosing to mail a letter to your legislator, it be handwritten. However, if you are unable to write the entire letter, feel free to use the templates, type your story, and handwrite your name and signature.

Address Labels:

Delegate [Name]

House of Delegates

PO Box 406

Richmond, VA 23218

Senator [Name]

Senate of Virginia

PO Box 396

Richmond, VA 23218

Housing Specialist #1 – Letter Template

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Sincerely,

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Housing Specialist #2 - Letter Template

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Sincerely,

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Housing Specialist #3 - Letter Template

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Nearly 300,000 Virginians are disabled as a result of brain injury; current levels of state supported funding to provide community based brain injury services is \$6.7 million or \$6.02 per person.

The reason I care about this is because... (this is where you tell your story...tell them why you care. Describe a program you attend or a service you get and how it helps you. If you are writing from an area where programs have wait lists, or where there are no services available, explain how those services could make a difference in your life).

This year, we are asking for \$570,000 to expand specialized community based brain injury case management services into unserved areas. Adult brain injury case management services are currently available in 82% of cities and counties (115/139); pediatric brain injury case managers are available in 42% cities and counties (59/139). A program providing pediatric case management services in the Shenandoah Valley has ended due to a loss of grant funding. The program and has been a big loss to the 40 families who depended on that service to ensure their children received the appropriate supports and services in school and in the community.

Thank you for taking a moment to consider my comments. If you have any questions or would like more information about the points I have raised, feel free to contact the Brain Injury Association of Virginia at info@biav.net.

Sincerely,

Your Name

Thank You Note Templates

Phone Script:

Hello, my name is (Your Name) and I am a constituent of **Senator/Delegate (Last Name)**. May I speak with them or a legislative aid?

Once you are connected with the LA or legislator

Hello, my name is (Your Name) and I am a constituent of **Senator/Delegate (Last Name)**.

I am calling to thank you for supporting survivors of brain injuries.

Nearly 300,000 Virginians are disabled as a result of brain injury; current levels of state supported funding to provide community based brain injury services is \$6.7 million or \$6.02 per person.

The reason I care about this is because... **(this is where you tell your story...tell them why you care. Describe a program you attend or a service you get and how it helps you. If you are writing from an area where programs have wait lists, or where there are no services available, explain how those services could make a difference in your life).**

Thank you for taking a moment and for your support.

Email and Letter Template

Dear **Senator/Delegate (Last Name)**:

I am a constituent and writing to you to thank you for supporting survivors of brain injuries.

Nearly 300,000 Virginians are disabled as a result of brain injury; current levels of state supported funding to provide community based brain injury services is \$6.7 million or \$6.02 per person.

The reason I care about this is because... **(this is where you tell your story...tell them why you care. Describe a program you attend or a service you get and how it helps you. If you are writing from an area where programs have wait lists, or where there are no services available, explain how those services could make a difference in your life).**

Thank you for your support!

Sincerely,

Your Name