

## *State Administration*

Name of state \_\_\_\_\_

State website \_\_\_\_\_

### **GOVERNOR'S OFFICE**

Governor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Governor's key staff \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Other information \_\_\_\_\_

We suggest making copies of these blank forms or using a pencil to allow for changes to information.

### **KEY STATE DEPARTMENTS**

#### **Insurance Department is known as:**

Department Head \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Key Staff \_\_\_\_\_

#### **Department where Medicaid is housed is known as:**

Department Head \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Key Staff \_\_\_\_\_

KEY STATE DEPARTMENTS

Health Department is known as:

Your state's programs  
for public health.

Department Head \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ TTY \_\_\_\_\_  
Fax \_\_\_\_\_ Internet \_\_\_\_\_  
Email \_\_\_\_\_  
Key Staff \_\_\_\_\_  
\_\_\_\_\_

Disability Department is known as:

Your state's programs  
for developmental  
disabilities, mental  
retardation, etc.

Department Head \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ TTY \_\_\_\_\_  
Fax \_\_\_\_\_ Internet \_\_\_\_\_  
Email \_\_\_\_\_  
Key Staff \_\_\_\_\_  
\_\_\_\_\_

Human Services Department is known as:

Department Head \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ TTY \_\_\_\_\_  
Fax \_\_\_\_\_ Internet \_\_\_\_\_  
Email \_\_\_\_\_  
Key Staff \_\_\_\_\_  
\_\_\_\_\_

Other Key Department is:

Department Head \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ TTY \_\_\_\_\_  
Fax \_\_\_\_\_ Internet \_\_\_\_\_  
Email \_\_\_\_\_  
Key Staff \_\_\_\_\_  
\_\_\_\_\_

## State Legislature

Name of State \_\_\_\_\_

Website for Legislature \_\_\_\_\_

*Note:* Most states are bicameral, meaning they have two legislative bodies, a House side and a senate side. A few states are unicameral, meaning they have only one legislative body.

The National  
Conference of State  
Legislatures is a good  
resource:  
[www.ncsl.org](http://www.ncsl.org)

### STATE SENATE

#### The Leader of the State Senate is:

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Key Staff \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

Key Committees / Chairpersons in the State Senate:

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

#### My State Senator is:

District Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Legislative Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Key Staff \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

Committee Assignments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STATE HOUSE OF REPRESENTATIVES

**The Speaker of the State House is:**

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Key Staff \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

Key Committees / Chairpersons in the State Senate:

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

**My State Representative is:**

\_\_\_\_\_

\_\_\_\_\_

District Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Legislative Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Key Staff \_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

Committee Assignments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other important information about the state legislature:

Session Days / Dates \_\_\_\_\_

Legislative Services office \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## *Delegates to Congress*

### UNITED STATES SENATE

#### U.S. Senator:

Local Office Address \_\_\_\_\_  
Phone \_\_\_\_\_ TTY \_\_\_\_\_  
Fax \_\_\_\_\_ Internet \_\_\_\_\_  
Email \_\_\_\_\_  
\_\_\_\_\_  
Key Staff \_\_\_\_\_  
\_\_\_\_\_  
Washington, DC Address \_\_\_\_\_  
Phone \_\_\_\_\_ TTY \_\_\_\_\_  
\_\_\_\_\_  
Fax \_\_\_\_\_ Internet \_\_\_\_\_  
Email \_\_\_\_\_  
Key Staff \_\_\_\_\_  
Legislative Aide re: Children's Health \_\_\_\_\_  
Phone \_\_\_\_\_  
Committees \_\_\_\_\_  
\_\_\_\_\_  
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Every state elects two U.S. Senators who serve staggered six-year terms of office.

#### U.S. Senator:

Local Office Address \_\_\_\_\_  
Phone \_\_\_\_\_ TTY \_\_\_\_\_  
Fax \_\_\_\_\_ Internet \_\_\_\_\_  
Email \_\_\_\_\_  
\_\_\_\_\_  
Key Staff \_\_\_\_\_  
Washington, DC Address \_\_\_\_\_  
Phone \_\_\_\_\_ TTY \_\_\_\_\_  
Fax \_\_\_\_\_ Internet \_\_\_\_\_  
Email \_\_\_\_\_  
Key Staff \_\_\_\_\_  
Legislative Aide re: Children's Health \_\_\_\_\_  
Phone \_\_\_\_\_  
\_\_\_\_\_  
Committees \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

UNITED STATES HOUSE OF REPRESENTATIVES

**U.S. Representative:**

District Address\_ \_\_\_\_\_  
Phone\_\_\_\_\_ TTY \_\_\_\_\_  
Fax \_\_\_\_\_ Internet \_\_\_\_\_  
Email \_\_\_\_\_  
Key Staff \_\_\_\_\_  
Legislative Aide re: Children's Health \_\_\_\_\_  
Washington, DC Address \_\_\_\_\_  
Phone\_\_\_\_\_ TTY \_\_\_\_\_  
Fax \_\_\_\_\_ Internet \_\_\_\_\_  
Email \_\_\_\_\_  
Key Staff \_\_\_\_\_  
Committees \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**U.S. Representative:**

District Address\_ \_\_\_\_\_  
Phone\_\_\_\_\_ TTY \_\_\_\_\_  
Fax \_\_\_\_\_ Internet \_\_\_\_\_  
Email \_\_\_\_\_  
Key Staff \_\_\_\_\_  
Legislative Aide re: Children's Health \_\_\_\_\_  
Washington, DC Address \_\_\_\_\_  
Phone\_\_\_\_\_ TTY \_\_\_\_\_  
Fax \_\_\_\_\_ Internet \_\_\_\_\_  
Email \_\_\_\_\_  
Key Staff \_\_\_\_\_  
Committees \_\_\_\_\_  
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The number of U.S. Representatives for each state varies according to population. A term of office is two years. Locate a complete listing of Representatives and Senators from your state at this website: [www.congress.org](http://www.congress.org)

### *Key Federal/State Programs*

Federal Program Name:

Services for Children with Special Health Care Needs (CSHCN)  
Maternal and Child Health Block Grant program  
(Title V of the Social Security Act)

Additional information  
on Maternal and Child  
Health programs,  
including state  
information, can be  
found at these  
websites:

- [www.mchb.hrsa.gov](http://www.mchb.hrsa.gov)  
- [www.ichp.edu](http://www.ichp.edu)

State Name for Program:

\_\_\_\_\_

Website \_\_\_\_\_

Phone \_\_\_\_\_

State Agency where program is found \_\_\_\_\_

Name of Program Head \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Other key personnel \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Other Information \_\_\_\_\_

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Federal Agency responsible:

Division of Services for Children with Special Health Care Needs  
Maternal and Child Health Bureau  
US Department of Health and Human Services  
Parklawn Building  
5600 Fishers Lane  
Rockville, MD 20857

Phone: (301) 443-2350

Fax: (301) 443-1728

Regional Office:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

### ♥ PART III: RESOURCES : C. Federal/State Government ♥

Here's space for your own notes about this state program.



### ♥ PART III: RESOURCES : C. Federal/State Government ♥

#### *Key Federal/State Programs*

Federal Program Name:  
Medicaid; also,  
EPSDT (Early and Periodic Screening, Diagnosis and Treatment)  
(Title XIX of the Social Security Act)

An excellent resource  
on EPSDT and  
Medicaid is  
NHLPat:  
[www.healthlaw.org](http://www.healthlaw.org)

State Name for Program: \_\_\_\_\_

Website \_\_\_\_\_

Phone \_\_\_\_\_

State Agency where program is found \_\_\_\_\_

Check out the website  
for CMS and Medicaid  
at: [www.cms.hhs.gov](http://www.cms.hhs.gov)

Name of Program Head \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Other key personnel \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Other Information \_\_\_\_\_

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Federal Agency responsible:

Centers for Medicare and Medicaid Services (CMS)  
US Department of Health and Human Services  
7500 Security Blvd. Phone: (1-877) 267-2323  
Baltimore, MD 21244-1850 web: [www.cms.hhs.gov](http://www.cms.hhs.gov)

Regional Office:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

### ♥ PART III: RESOURCES : C. Federal/State Government ♥

Here's space for your own notes about this state program.

### ♥ PART III: RESOURCES : C. Federal/State Government ♥

#### *Federal/State Programs for Children & Families*

Federal Program Name:

CHIP / SCHIP (State Children's Health Insurance Program)  
(Title XXI of the Social Security Act)

State Name for Program:

Website \_\_\_\_\_

Phone \_\_\_\_\_

State Agency where program is found \_\_\_\_\_

Name of Program Head \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Other key personnel \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Other Information \_\_\_\_\_

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Federal Agency responsible:

Centers for Medicare and Medicaid Services  
US Department of Health and Human Services  
7500 Security Blvd. Phone: (1-877) 267-2323  
Baltimore, MD 21244-1850 web: [www.cms.hhs.gov](http://www.cms.hhs.gov)

Regional Office:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

Additional SCHIP  
information can be  
found on the Internet  
at:

[www.cms.hhs.gov](http://www.cms.hhs.gov)  
[www.familiesusa.org](http://www.familiesusa.org)  
[www.aap.org](http://www.aap.org)

### ♥ PART III: RESOURCES : C. Federal/State Government ♥

Here's space for your own notes about this state program.

### ♥ PART III: RESOURCES : C. Federal/State Government ♥

#### *Federal/State Programs*

Federal Program Name:

Home and Community-Based Services Waiver (HCBS)  
Medicaid

More  
information is  
available at this  
website:  
[www.cms.hhs.gov](http://www.cms.hhs.gov)

State Name for Program:

Website \_\_\_\_\_

Phone \_\_\_\_\_

State Agency where program is found \_\_\_\_\_

Name of Program Head \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Other key personnel \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Other Information \_\_\_\_\_

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Federal Agency responsible:

Centers for Medicare and Medicaid Services  
US Department of Health and Human Services  
7500 Security Blvd. Phone: (410) 786-3000  
Baltimore, MD 21244-1850 Fax:

Regional Office:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

### ♥ PART III: RESOURCES : C. Federal/State Government ♥

Here's space for your own notes about this state program.

### ♥ PART III: RESOURCES : C. Federal/State Government ♥

#### *Federal/State Programs*

Federal Program Name:

SSI for Kids or Supplemental Security Income - Disabled  
Children's Program (SSI-DCP)  
(Title XVI of the Social Security Act)

Additional SSI  
resources can be found  
at these websites:

[www.ssa.gov](http://www.ssa.gov)

[www.ichp.edu](http://www.ichp.edu)

[www.healthlaw.org](http://www.healthlaw.org)

State Name for Program:

Website \_\_\_\_\_

Phone \_\_\_\_\_

State Agency where program is found \_\_\_\_\_

Name of Program Head \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Other key personnel \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Other Information \_\_\_\_\_

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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Federal Agency responsible:

Social Security Administration

6401 Security Blvd.  
Baltimore, MD 21235

Toll-free: (800) 772-1213  
tty: (800) 325-0778

Regional Office:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

### ♥ PART III: RESOURCES : C. Federal/State Government ♥

Here's space for your own notes about this state program.



### ♥ PART III: RESOURCES : C. Federal/State Government ♥

#### *Federal/State Programs*

Federal Program Name:

IDEA (Individuals with Disabilities Education Act)

Part C (Early Intervention for Infants and Toddlers, birth to 3)

Additional IDEA Part C  
resources can be found  
at these websites:

[www.taalliance.org](http://www.taalliance.org)

[www.nichcy.org](http://www.nichcy.org)

[www.nectas.unc.edu](http://www.nectas.unc.edu)

[www.cec.sped.org](http://www.cec.sped.org)

State Name for Program:

Website \_\_\_\_\_

Phone \_\_\_\_\_

State Agency where program is found \_\_\_\_\_

Name of Program Head \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Other key personnel \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

State Interagency Coordinating Council:

Chairperson \_\_\_\_\_

Staff contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Federal Agency responsible:

Office of Special Education Programs

US Department of Education

330 C Street SW

Switzer Building, Room 3132

Washington, DC 20202-2524

phone: (202) 205-8241

fax: (202) 401-2608

Federal Interagency Coordinating Council:

Contact \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

### ♥ PART III: RESOURCES : C. Federal/State Government ♥

Here's space for your own notes about this state program.

### ♥ PART III: RESOURCES : C. Federal/State Government ♥

#### *Federal/State Programs*

Federal Program Name:

IDEA (Individuals with Disabilities Education Act)

Part B (Special Education Services for Children ages 3 to 21)

State Name for Program:

Website \_\_\_\_\_

Phone \_\_\_\_\_

State Agency where program is found \_\_\_\_\_

Name of Program Head \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Other key personnel \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

State Advisory Committee:

Chairperson \_\_\_\_\_

Staff contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Federal Agency responsible:

Office of Special Education Programs

US Department of Education

330 C Street SW

Switzer Building, Room 3132

Washington, DC 20202-2524

phone: (202) 205-8241

fax: (202) 401-2608

Other information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional IDEA Part B  
resources can be found  
at these  
websites:

- [www.taalliance.org](http://www.taalliance.org)

- [www.fape.org](http://www.fape.org)

- [www.ed.gov/about/  
offices/list/osep/  
index.html?src=oc](http://www.ed.gov/about/offices/list/osep/index.html?src=oc)

### ♥ PART III: RESOURCES : C. Federal/State Government ♥

Here's space for your own notes about this state program.

### ♥ PART III: RESOURCES : C. Federal/State Government ♥

#### *Federal/State Programs*

Federal Program Name (if applicable):

State Name for Program:

Website \_\_\_\_\_

Phone \_\_\_\_\_

State Agency where program is found \_\_\_\_\_

Name of Program Head \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Other key personnel \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ TTY \_\_\_\_\_

Fax \_\_\_\_\_ Internet \_\_\_\_\_

Email \_\_\_\_\_

Other information \_\_\_\_\_

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Federal Agency responsible (if applicable):

Other information \_\_\_\_\_

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Copy and use this blank form to describe other programs in your state for children and families.

### ♥ PART III: RESOURCES : C. Federal/State Government ♥

Here's space for your own notes about this state program.