**Letter Format and Outline**

**for you to send to your State Senator and Representative:**

**(1) Tell them about the challenges facing YOUR long term care /senior housing provider community; and**

**(2) Ask them to support increased Medicaid/Family Care funding for nursing facilities and assisted living providers**.

**{Date}**

**{Legislator’s Address}**

**Subject: Medicaid and Family Care Workforce Crisis/State Budget**

**Dear Senator/Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:** *You can find contact information for your State Senator and Representative, including email and mailing addresses, by going to:* [*http://maps.legis.wisconsin.gov/*](http://maps.legis.wisconsin.gov/)

* ***FIRST PARAGRAPH – In your introductory sentences include personal information and where you are employed or your connection to the organization.***
* *I serve as (for example) the CEO/DON/CNA/RN; have a loved one living at; volunteer for; etc., at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of your organization/facility).*
* *In this capacity, I have first-hand experience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* ***SECOND PARAGRAPH – State why you are writing-- to ask your State Senator or Representative to support increased Medicaid and Family Care Funding.***
* You are writing to ask your legislators to support increased Medicaid and Family Care funding in the upcoming 2017-19 State budget and that they convey this support to the Governor as he prepares his budget recommendations.
* Sample paragraph:

*“In order to address the ongoing long-term care workforce crisis that my facility and other facilities across the state are facing, I ask you to support the budget request from Wisconsin’s long-term care provider associations:*

* + - *Invest $40.4 million GPR in the 2017-19 biennial budget to fund increases for the direct care and services component of the Family Care capitation rates.*
    - *Invest $91.2 million GPR to fund nursing facility care to provide nursing facilities the tools they need to recruit and retain needed staff.*

*You can read more about these two proposals here.* [*www.leadingagewi.org/media/38204/SNF-Payment-Reform-2017-19.pdf*](http://www.leadingagewi.org/media/38204/SNF-Payment-Reform-2017-19.pdf) *and* [*www.leadingagewi.org/media/38207/2017-19-AL-Request.pdf*](http://www.leadingagewi.org/media/38207/2017-19-AL-Request.pdf)

* ***THIRD PARAGRAPH – Tell your legislator why you are asking him/her to support additional state spending. You need to make these comments personal to your organization and experience.***
* State the problems your facility faces because of poor Medicaid/Family Care reimbursement. What are your losses; how much of the underfunding must be made up by charging private pay resident significantly higher amounts (a not-so-hidden tax on these private payors). How do these losses impact YOUR facility’s ability to provide for your residents and staff? When was the last time your facility received a meaningful Medicaid/Family Care rate increase?
* Tell your legislator about the challenges of serving your residents 24/7 and their need of significant care.
* Tell your legislator of the severe WORKFORCE CRISIS facing your facility.
  + How many open positions are you trying to fill? Is overtime used?
  + How competitive are your wages? Are caregivers leaving for higher paid, lower demand jobs?
* ***CLOSING PARAGRAPH –* Summarize your request.**
* Ask your legislator to support critically needed additional Medicaid/Family Care funding in the next State budget.
* Ask your legislator to contact the Governor and ask him to include additional Medicaid/Family Care funds in his 2017-19 State budget proposal.
* Close your letter to your legislator by saying you look forward hearing whether you can count on him/her to support additional funding to help those who live and work at your facility.

***Respectfully,***

***Your name and contact information***