

**SUBCOMMITTEE ON LABOR, HEALTH AND HUMAN
SERVICES, EDUCATION, and RELATED AGENCIES**
Fiscal Year 2024 Member Request Guidance
Database opens March 10, 2023
Submission deadline is 6:00pm on Friday, March 24, 2023

For general questions regarding this guidance, please email Kathryn.Salmon@mail.house.gov. If you encounter problems with the Committee's database or have technical questions, please email Approp.ITMemberRequest@mail.house.gov.

General Guidance

Offices **must use** the House Appropriations Committee's <https://AppropriationsSubmissions.house.gov> for all Member requests. Please ensure that all field entries are complete and accurate. No printed materials will be accepted. Member offices may not submit requests on behalf of another office.

Member letters should provide enough information to clearly identify each request entered in the database. A list of accounts within the jurisdiction of this subcommittee is included.

The electronic system will require members to assign a priority rank order to all their submissions (programmatic and language) for this Subcommittee. The Subcommittee will review priority rankings based on what is entered into the database.

The Labor, Health and Human Services, Education, and Related Agencies subcommittee is not accepting Community Project Funding requests for fiscal year 2024.

Programmatic and Language Requests

The Committee offers an opportunity for Members to make programmatic requests for specific funding levels for agencies and programs funded through annual appropriations. Members also have an opportunity to request bill or report language encouraging or directing a specific action by the Federal agencies.

Submissions must include an uploaded letter signed by the Member supporting the Member's request. Letters should simply list and describe each submission briefly. Letters may be either an individual letter for each request or a consolidated letter for multiple requests made to this subcommittee. Please note that the Member request website again allows consolidated letters to be uploaded only once, so that a letter with multiple requests does not need to be uploaded multiple times.

For requests with multiple Member cosponsors, each cosponsor must enter the same request into the online database. In addition, each cosponsor should either scan or upload a copy of the group request letter or include the group request in a consolidated letter of all the Member's requests for the Subcommittee.

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The electronic system allows Members to access submissions made in previous years; you may review those submissions if that is helpful. The Committee encourages offices to begin data entry on their requests as soon as the database is available, so that if your office needs assistance, you have time to contact the Committee.

Example requests:

- **Program Request:** a request to fund a specific program or activity in the bill at a specified level. Example:

Provide \$750,000,000 in the Administration for Children and Families for the Community Services Block Grant.

- **Language Request:** a request to include specific bill or report language that does not direct funding to a particular entity but *encourages, urges, or directs* some type of action. Example:

Center for the Application of Prevention Technologies.—The Committee directs the Secretary to expand eligibility for grants under SAMHSA Prevention Programs of Regional and National Significance and the corresponding services provided by the Center for the Application of Prevention Technologies to private, non-profit, regional organizations, including faith-based organizations.