

# Congressional District Office FAQs



## 1. General Information

- **What is a congressional office and what services do we provide?**
  - A congressional office is the office of each representative elected to Congress and represents our constituents. We can help with issues related to federal agencies by conducting casework and providing information on government programs,
- **Who can ask for help?**
  - Anyone who lives in the 10<sup>th</sup> District of New Jersey can reach our office for help.
- **How do I know if I am in the district of the congresswoman?**
  - There are two different methods to determine which district you live in:
    - A **You can visit the website** (<https://www.house.gov/representatives/find-your-representative>) and enter your home address to identify your Representative. After finding their name, you can search online to locate contact information for their corresponding office.
    - A If you are still unsure and believe you are in our district, please feel free to call our office at **973-645-3213** and we can provide further assistance.

## 2. Getting Help with Federal Issues

- **What is casework?**
  - Our office can help you with issues you may have with Federal Agencies. These issues are called casework, and some examples include:
    - Immigration, Veteran Affairs, Social Security, Passports, Medicaid, and Medicare
- **How do I get help with a case?**
  - You can submit a data privacy form request online by visiting our website at <https://mciver.house.gov> and following these instructions:
    - Open the Menu tab
    - Select “Services”
    - Click “Help with a Federal Agency”
    - Click “Authorization Form” (this will take you directly to the data privacy form)
    - Fill out the information and submit
- **What If I have trouble with the website?**
  - You can call our office, and we can email you the form directly.
  - You are also welcome to visit the office and fill out the form in person if that is more convenient for you.
- **What information do I need to provide on the data privacy form?**
  - You’ll need to provide your full name, home address, phone number, email, a description of the issue, what you would like our office to accomplish, and any documents related to it.
  - **How can I submit documents for my case?**  
In the data privacy form, there will be an option to attach any documents relating

- **What if I have trouble attaching these documents?**
  - Please feel free to contact our office to explain the issues you are facing, and a case worker will provide you with their contact email to send them over.

### **3. Immigration Assistance**

- **Can your office help me with immigration issues?**
  - Yes! Our office can provide help with visas, green cards, or immigration services.

### **4. Grants and Federal Programs**

- **Can your office help me apply for grants?**
  - Yes! We can provide information on available grants and guide you through the application process.
    - Please visit our website for grant information in the district or feel free to call our office for further information

### **5. Military & Veterans Affairs**

- **Can your office help with veterans' benefits?**
  - Yes! We can assist with claims, healthcare, and other veterans' benefits.
- **Can your office help with military academy nominations?**
  - Absolutely! We can help eligible students apply for nominations to U.S. military academies. Please visit our website and find the Military Academy Nomination form under the Services tab.

### **6. Passport Requests**

- **Can your office help me with my passport issues?**
  - Yes! Our office can assist with scheduling an appointment at a passport agency center, upgrading your application to an expedited service and more.

### **7. Requesting Small Business Resources**

- **Can your office help me with my small business?**
  - Yes! Please check our website for information about federal programs, loans, and grants for small businesses. You can also call our office with additional questions.

### **8. Contact Us for Help**

- **How can I reach your office?**
  1. You can visit our website to submit a casework request through our data privacy form at <https://mciver.house.gov>
  2. You can call our district office at **973-645-3213**
  3. You can visit us in-person at 60 Nelson Place, on the 14th floor, in Newark, NJ 07102. Please be advised that we are open for visitors between the hours of 9:00am – 4:00pm.
- **How can I stay updated on what's happening?**
  - You can sign up for our newsletter, follow us on social media, or visit our website at <https://mciver.house.gov> /for the latest news and updates.