

A

September 23, 1993

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Dear 4-:

Thank you for sharing with me your interest in working with this Administration. I have forwarded your resume to our Personnel Division for review.

Again, thank you for your interest.

Sincerely,

Carol H. Rasco
Assistant to the President for
Domestic Policy

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September 23, 1993

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Dear 4~:

Thank you for sharing with me your
interest in working with this
Administration. I have forwarded your
resume to _____
for review.

Again, thank you for your interest.

Sincerely,

Carol H. Rasco
Assistant to the President for
Domestic Policy

(D)

September 23, 1993

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Dear 4-:

Thank you for sharing with me your interest in working for this Administration within the Domestic Policy Council. We have no openings on this staff at this time; however, I will keep your resume on file for future reference.

Again, thank you for your interest.

Sincerely,

Carol H. Rasco
Assistant to the President for
Domestic Policy

CHR:ram

(E)

September 23, 1993

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Dear 4~:

Thank you for taking the time to write and share your feelings with me. It is very important to this administration to hear from individuals like yourself.

Sincerely,

Carol H. Rasco
Assistant to the President for
Domestic Policy

CHR:ram

F

September 23, 1993

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Dear 4-:

Thank you for taking the time to write and share your thoughts with me on the issue of health care reform. It is very important that those of us working on health care reform hear from individuals like yourself who have valuable information to contribute.

Again, thank you for writing.

Sincerely,

Carol H. Rasco
Assistant to the President for
Domestic Policy

CHR:ram

(G)

September 23, 1993

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Dear 4~:

Thank you for taking the time to write and share your thoughts with me on 5~. It is very important that this Administration hear from individuals like yourself (or groups) who have valuable information to contribute. I have shared your letter with staff members of the Domestic Policy Council.

Again, thank you for writing.

Sincerely,

Carol H. Rasco
Assistant to the President for
Domestic Policy

CHR:rk

Enite

THE WHITE HOUSE
WASHINGTON

September 23, 1993

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Dear 4~:

Carol Rasco has received your kind letter of invitation for . In most instances, it is impossible to schedule over 4-6 weeks in advance so we will keep your letter on file and contact you at least one month in advance. Should you need to discuss this matter further, please do not hesitate to contact me at (202)456-2216.

Sincerely,

Rosalyn A. Miller
Executive Assistant for
Domestic Policy

/ram

May 18, 1994

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Dear 4~:

Thank you for sending me _____.
My staff and I appreciate the opportunity
to review the report and will certainly
contact you if we have questions.

Sincerely,

Carol H. Rasco
Assistant to the President for
Domestic Policy

CHR:ram

Endorse

Date

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Dear 4~:

Thank you for sharing with me your endorsement of 5~. ④ I have forwarded your letter to our Personnel Division.

Again, thank you for your interest.

Sincerely,

Carol H. Rasco
Assistant to the President for
Domestic Policy

CHR:ram

or ⑥
I regret we
have no openings
on the Domestic
Policy Council
staff at this
time; ~~but~~ however
I will keep the
resume on file

Copy to all
DPC staff

STANDARD STYLE FOR LETTERS
UNDER CHR SIGNATURE

DATE

NAME
ADDRESS

SALUTATION:

BODY OF LETTER

letter

letter

CLOSING

CHR.
TITLE

September 11, 1996

William T. Pound
Executive Director
National Conference of State Legislatures
1560 Broadway
Suite 700
Denver, CO 80202

Dear Bill,

Congratulations upon a highly successful welfare reform conference. I appreciate the efforts of the three organizations to very quickly convene this conference so that the state and federal officials could begin the critical dialogue needed to effectively implement the new law.

Thank you for including the Administration in a meaningful way in your conference planning and the program itself. We look forward to the ongoing working relationship to which we have all committed.

Please convey my thanks and congratulations to all in your organization who worked to make this conference the productive experience it was.

Sincerely,

Carol H. Rasco
Assistant to the President ~~for Domestic Policy~~
for Domestic Policy

Ed. Leon Panetta

Date: November 5, 1996
To: Interns
From: Sarana and Yvonne
Re: SSI Comment Calls

As you know, we have been receiving a number of calls from people concerned about the changing SSI standards. Ms. Rasco has asked that we continue to take the caller's information and type up a letter of response for each caller. Attached you will find a sample letter. In general, Yvonne or Sarana will take care of the letters but if we are not available follow instructions below.

There will be a main disk that will hold the SSI response letter format. The disk will be next to Yvonne's computer. If you only have a few responses to send out, you can type in the name and address of each person (use file a:\ssi.1). If you need to send out several letters you can create a database and merge the database with the letter (use fill a:\ssi.pfw). This can be done with envelopes as well. If you have questions on how to create a database refer to the manual on Sarana's desk.

Format of letter:

Print all letters on small White House stationery with small envelopes. These can both be done on our printer by using the manual feed option. To print letter, select (Layout-Page-Paper Size) and then select SMALL LETTERHEAD. Also make sure to put date on all letters.

After you have printed the letter to small White House letterhead, please follow these steps:

- 1) please double check letter to make sure it adheres to appropriate spacing (you can find sample letters in the Intern Manuals)
- 2) attach comment sheet to the typed letter and envelope
- 3) forward all three pieces to Dorothy

Dorothy will then route the material to Ms. Rasco for her signature. If you have questions, please ask Dorothy for guidance.

cc: Dorothy Craft
Jill Pizzuto
Elizabeth Drye

THE WHITE HOUSE
WASHINGTON

November 5, 1996

Joy Howell
2316 CR 876
Black Oak, Arkansas 72414

Dear Ms. Howell:

Thank you for taking the time to call and share your thoughts with me on SSI for children. It is very important that this Administration hear from individuals like yourself who have valuable information to contribute. Your comments will be given serious consideration.

Again, thank you for calling.

Sincerely,

Carol H. Rasco
Assistant to the President
for Domestic Policy