

“Please remember that any change to the Congressional District needs to be initiated by the State. In order to maintain complete and accurate records, it is essential that the State inform the FMIS team when there is a change in Congressional District. This information is often highly visible and significant, therefore it is critical we have up-to-date Congressional Districts for each state. Below are procedures to follow for updating a Congressional District in FMIS:”

Thanks,

--Jon

### Procedures for requesting a Congressional District Update in FMIS

1. A congressional district update has to be approved at a state office before the FMIS team can process requests to update congressional districts within FMIS. (The approved updated congressional districts should be on the web and available to the public.)
2. When the initial request is sent to the FMIS team; it should include the information from the last update within FMIS. You can find that information using report FMIST61A, or E.
3. The request should also include the newly approved congressional districts, and the web link to where the FMIS team can verify that the request had already been approved within the state office.
4. The request should indicate the required action for each district, such as : Add/Delete/Change/Stay the same
5. Upon verification from a FMIS team member the request will be updated in FMIS.