

COVID-19 Response- Town of Union Housing Choice Voucher Program

Given the circumstances surrounding COVID-19, the Town of Union is prioritizing efforts to reduce or mitigate risk of infection and the town offices are closed to the public until further notice. Our office may have disruptions in regular services but we will do everything we can to minimize those interruptions. For the safety of our office staff, residents, and program participants, the Town of Union Community Development Office is implementing the following policies:

1. The office is not currently accepting walk-ins. If you have questions regarding the Section 8 Housing Choice Voucher (HCV) Program please contact the appropriate person by telephone or email. A listing of our staff can be found below. Please contact the appropriate person to discuss your concerns so that it can be determined whether an in-person appointment is absolutely necessary or if the issue can be resolved remotely.

Sara Zubalsky-Peer

Director

(607) 786-2977

szubalsky@townofunion.com

Mary Lou Fahs

New Admissions, Waiting List inquiries, portability inquiries, applications

(607) 786-2989

mlfahs@townofunion.com

Gina Suhadolnik

Annual recertification, interim changes (including changes in income and moves)

(607) 786-2987

gsuhadolnik@townofunion.com

Scott Cramer

Housing Quality Standards (HQS) Inspections

(607) 786-2986

scramer@townofunion.com

2. If you have a scheduled recertification, interim change, or new admission appointment, those appointments are now canceled until further notice. Your caseworker will contact you via phone or email and request that you mail the required documentation to our office or bring your documentation at designated drop boxes located at the front and rear town building entrances. If further information or documentation is required, your caseworker will contact you and send you the appropriate forms.
3. We understand during this difficult time that our program participants may be experiencing changes in income. Assisted families participating in the HCV program have the ability to report decreases in income. In light of these extraordinary circumstances, if you have changes in income, please contact **Gina** at (607) 786-2987.

4. If you currently have a voucher or are in the process of leasing up, please contact **Gina** at (607) 786-2987 to request extensions. Our office will make every effort to expedite these extensions.
5. If you have a scheduled Housing Quality Standards (HQS) inspection, please contact **Scott** at (607) 786-2986 to discuss flexibility in scheduling. If there is an exigent circumstance or reason to believe that there is a threat to life or property, please contact **Scott** at (607) 786-2986 to determine if an emergency inspection is required. Our office will provide the inspector with personal protective equipment.
6. If you have a completed Request for Tenancy Form and have already discussed your move with Gina and an initial HQS inspection is required, please contact **Scott** (607) 786-2986 to discuss scheduling of the inspection.

Thank you for your understanding during this time.