



# TOWN OF UNION, NEW YORK

HOUSING CHOICE VOUCHER PROGRAM • DEPARTMENT OF PLANNING • 3111 E. MAIN ST. ENDWELL, NY 13760

Find More Useful Information at: <https://townofunion.com/departments/rental-assistance-hud.html>

## Participant & Landlord COVID-19 Notice

**March 2020**

**The Town of Union office building is closed to the public until further notice. Effective March 23rd, 2020 the Town of Union Section 8 Office is closed through April 17th, 2020.**

Due to circumstances surrounding the COVID-19 pandemic, the Town of Union Section 8 office is closed through April 17th, 2020. This closure will be monitored and updated as April 17th approaches. If the office is to remain closed for a longer period of time, updates will be posted on the Town of Union webpage listed above. Due to state mandates, the Town of Union office building will have extremely reduced staffing. If you have questions concerning the Section 8 Housing Choice Voucher (HCV) Program, please leave a detailed message including your name, contact information, and reason for calling at (607) 786-2977. This line will be checked periodically and every effort will be made to answer your call in a timely manner.

To our program participants and landlords,

Please know, the decision to close our office was not made lightly. Mandated staffing reductions, current information provided by New York State and the U.S. Department of Housing and Urban Development, and the safety of staff and community members were taken into consideration. There are many things we can't control during this pandemic but we can control how we respond. We feel it is our collective responsibility to keep our friends, colleagues, and community safe and to do so with empathy. None of us will walk away unaffected.

As of this time, all Town of Union Section 8 processes have been suspended and put on hold. Our staff does not have the ability to work remotely so emails and voicemails will be answered as ability allows. If you have been working with a Section 8 staff member and have been asked to provide documentation, you can return documents by any of the methods listed below. If you are submitting original documentation please note if you want copies made and originals will be mailed back to you. If you are unable to obtain documents at this time it will not count against you. Staff will process paperwork when the office reopens.

- You may email staff members directly (please see listing on reverse side for staff email addresses)
- You may fax your information to (607) 748-0041
- You may mail the documents to 3111 E. Main Street, Endwell, NY 13760 Attn: Section 8
- You may put the documents in drop boxes located at the front and rear Town of Union office building entrances. If you plan to drop off paperwork, please place it in an envelope clearly labeled "Section 8 Office"

The Town of Union Section 8 office has processed its Housing Assistant Payments (HAP) for April 2020. Unless the office is waiting for an assisted unit to pass Housing Quality Standards (HQS) inspection or is waiting for signed paperwork, landlords will receive their HAP checks for April 2020. **At this time, tenants should continue to pay their portion of rent as usual.** If your check is being held or paperwork was not processed prior to the closing of the office, staff members will contact you once the office reopens to discuss how your specific situation will be handled.

If you are a participant on the Town of Union Section 8 HCV program and have experienced a change in income due to COVID-19, please leave a message notifying the office of the need for an interim change. When the office reopens, you will be contacted for the necessary documentation and our office will process your interim change as quickly as possible. If you are a current participant and require an emergency inspection of your unit for a life-threatening situation, please call (607) 341-8052.

We are constantly monitoring the situation and following state and federal mandates. We are awaiting further guidance from the U.S. Department of Housing and Urban Development (HUD) on how specific issues arising from the COVID-19 pandemic and the closure of our office will be handled. Our office is dedicated to helping our program participants through this time and will work diligently to minimize the impacts this closure has on the continuity of our services. If you are in need of housing and legal information regarding COVID-19, please refer to the town webpage listed above for links to that information or see reverse page. As new information becomes available, we will make every effort possible to continue updating the webpage.

We thank you for your patience and understanding during this unprecedented time.

Sincerely,

**Sara Zubalsky-Peer**  
Director

# COVID-19 Responses & Resources

If you believe that you have been in contact with someone who has tested positive for COVID-19, please contact your healthcare provider immediately.

If you are experiencing hardship during this time, please find below informational links and programming that may offer support.

The suspension of evictions in New York State was done by direction of the Unified Court System by Memorandum of Chief Administrative Judge Lawrence K. Marks. Please see below:

<http://nycourts.gov/whatsnew/pdf/Updated-Protocol-AttachmentA2.pdf>

As to the interpretation of these directives, please consult an attorney, New York State, or the Unified Court System for further information.

## **CDC Info COVID-19**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html>

## **Broome County Info COVID-19**

<http://www.gobroomecounty.com/hd/coronavirus/faq>

## **Domestic Violence and Quarantine**

If you are quarantined in a home where you do not feel safe, live help is available from the National Domestic Violence Hotline 24/7 at 1-800-799-7233 or @ndvh by chat on Twitter

## **COVID-19 Mental Health Resources**

<https://www.nami.org/getattachment/Press-Media/Press-Releases/2020/COVID-19-and-Mental-Illness-NAMI-Releases-Importan/COVID-19-Updated-Guide-1.pdf?lang=en-US>

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html>

## **COVID-19 NYS Legal Resources**

<https://www.lawhelpny.org/resource/coronavirus>

## **NYS Unemployment-7-Day waiting Period Waived**

<https://labor.ny.gov/unemploymentassistance.shtm>

## **NYS Courts**

<https://www.nycourts.gov/whatsnew/covid.shtml>

Coronavirus hotline: 833-503-0447

## **U.S. Department of Education COVID-19 Resources**

<https://www.ed.gov/coronavirus>

## **Housing**

<https://www.hud.gov/coronavirus>

Call 2-1-1 for information on Emergency Housing Resources

<http://www.gobroomecounty.com/sites/default/files/dept/bcyb/HomelessResourcesInBroomeCounty.pdf>

## **Small Business Resources**

<https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>

<https://townofunion.com/document-center/economic-development/1385-2020-covid-19-business-resources/file.html>

## **Meals on Wheels of Western Broome**

<https://mealsonwheelsofwesternbroome.com/>

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## **Town of Union Section 8 Housing Choice Voucher Program Staff :**

Sara Zubalsky-Peer

Director

[szubalsky@townofunion.com](mailto:szubalsky@townofunion.com)

Mary Lou Fahs

New Admissions, Waiting List inquiries, Portability inquiries, Applications

[mlfahs@townofunion.com](mailto:mlfahs@townofunion.com)

Gina Suhadolnik

Annual recertification, Interim changes

[gsuhadolnik@townofunion.com](mailto:gsuhadolnik@townofunion.com)

Scott Cramer

Housing Quality Standards (HQS) Inspections

[scramer@townofunion.com](mailto:scramer@townofunion.com)