



Dear Resident/Participant:

We hope this letter finds you well during these trying times. We are contacting you to let you know about some changes that are coming with regard to our policies and procedures, and how they will affect you and your family as one of our scattered site residents or Section 8 participants. Because of the corona virus pandemic, our waiting area space will continue to be limited to only those with previously scheduled appointments. So, in an effort to continue to provide the best service as possible, we will soon be implementing streamlined procedures which will increase efficiency, reduce paper, and reduce the amount of time needed for each process. These will include the ability for residents and participants to complete and electronically sign portions of the recertification packets, change forms, and other information on-line or via email.

As a resident or participant, you will still be required to report to the office for an annual appointment, but completing your paperwork beforehand will significantly reduce the amount of time you will need to spend in our office.

In order for us to move forward with implementation of these processes, we are asking that you complete the bottom portion and return it to our office by using our drop box, regular first class mail, or email it to kevans@neighborhoodfoundations.com as soon as possible. In the next few months, we will be implementing new software programs that will make these changes possible.

Those of you who indicate you wish to begin receiving packets via email will be notified in that manner once we are able to move forward. Those of you who do not wish to, or do not have the ability to conduct business with our agency via email will be able to conduct your business with us (annual re-certifications, changes, etc...) just as before.

We are strongly encouraging those of you who are able to and have (or can sign up for) a valid email address, to consider connecting with us via email.

Section 8 Tenant _____

Scattered Site Resident _____

Yes, I wish to receive communications and electronic forms via email and I am providing the necessary information below: _____

(Please provide an up to date email address that you frequently check, as most of our communications have limited response deadlines!)

(Type or Print Clearly!)

Name: _____

Address: _____

Email: _____

No, I do not wish to conduct business via email or other electronic means: _____