**TO: SEMMCHRA RESIDENTS, PARTICIPANTS, AND CLIENTS**

**FROM: SEMMCHRA Management**

**DATE: March 15, 2020**

**RE: SEMMCHRA COVID-19 SOCIAL DISTANCING RECOMMENDATIONS**

As you know, one of the recommendations from the CDC in preventing the spread of the COVID-19 virus is to distance yourself from other people and avoid close contact.  To reduce the potential spread of this virus, the SEMMCHRA would like to share with the public options available to request maintenance repairs, pay rent, or provide information related to your application or recertification without making an in-person request.

**Maintenance Repairs:**

Complete a Work Order request online at: semmchra.org

Call the SEMMCHRA at 651-565-2638, option 8 during normal business hours

Call the on-call pager at 507-589-9170 after hours for EMERGENCIES only

**Pay your rent:**

Sign up for automatic rent payment by requesting an ACH form. This can be emailed, mailed or placed in our drop box outside the SEMMCHRA office front door.

Leave your payment in the drop box located outside of the SEMMCHRA front door.

If you want a receipt sent to you via text or email, call Shelia at: [sterwilliger@semmchra.org](mailto:sterwilliger@semmchra.org)

**Application or Recertification:**

Email for Section 8: [SFuher@semmchra.org](mailto:SFuher@semmchra.org) to complete electronically

Email SEMMCHRA Rental Properties: [ASpeedling@semmchra.org](mailto:ASpeedling@semmchra.org) to complete electronically

Email for Housing Rehabilitation: [JVollmer@semmchra.org](mailto:JVollmer@semmchra.org) to complete electronically

ALL APPLICATION/RECERTIFICATION INFORMATION IS TO BE DROPPED IN DROP BOX

**Contact Information**

Call SEMMCHRA at 651-565-2638 during regular office hours, Monday through Friday, 8 AM to 4:30 PM to speak with your regular point of contact. You can also contact us via mail at 134 E Second St. Wabasha, MN 55981

You also have options for you or your designated contact to receive up to date information without leaving your home! Electronic communication is preferred. Please call your SEMMCHRA representative with updated cell phone and/or email contact information.

As the coronavirus (COVID-19) situation continues to develop, SEMMCHRA will put steps in place to keep clients and staff safe. Watch the SEMMCHRA website for updates (semmchra.org).