



STATE OF CONNECTICUT  
DEPARTMENT OF HOUSING



## MEMORANDUM

FROM: Steve DiLella, Director of Individual & Family Support Programs

TO: Coordinated Access Network Providers

CC: Commissioner Seila Mosquera-Bruno, Deputy Commissioner Shante Hanks, Leigh Shields-Church, Kara Capobianco, Beau Anderson, Katie Durand, Karin Motta, Jeffrey Scott, Richard Cho (CCEH), Alice Minervino (DMHAS), Michelle Molina (J. D'Amelia & Associates, Inc.)

DATE: April 27, 2020

RE: Changes to J. D'Amelia Operations during COVID-19 Pandemic

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Dear CAN Provider:

Thank you for your dedication and compassion as we continue to work together to protect people experiencing homelessness. For ongoing updates pertaining to the homeless service system, please see CCEH's [Coronavirus and Homeless Resource Guide](#). Ongoing updates are also available on the [State of Connecticut website](#).

The following protocols and updates will be in effect until the Declaration of Public Health and Civil Preparedness Emergency enacted by Governor Lamont on March 10, 2020 is lifted. The following memo outlines the operation changes implemented by J. D'Amelia and Associates, rental assistance administrator for the CT Department of housing.

1. **YEARLY ANNUAL INSPECTIONS:** ALL annual inspections for both RAP and Section 8 participants are postponed.
2. **INITIAL INSPECTIONS:** Initial inspections and Other Change of Unit inspections will be completed, if the unit is unoccupied. This ensures that individuals who are homeless will continue to be able to access housing.
3. **PREVIOUSLY FAILED INSPECTIONS:** If a unit has previously failed an inspection (Re-inspections/Abatements), inspectors will NOT go back out to the unit. J. D'Amelia will accept documentation from the landlord and tenant that the work has been completed.
4. **ANNUAL RECERTIFICATIONS, INTERIMS, MOVES:** The JDA Waterbury and New Haven offices are closed to the public, as are most of the other 7 offices. Staff are completing annual recertifications, interims, and moves electronically. J. D'Amelia is accepting documents via fax, email, or US mail, and communicating by telephone.
5. **TERMINATIONS:** Proposed terminations and hearings are placed on HOLD for at least 60 days.
6. **EXTENSIONS:** Extensions on Section 8 Vouchers and RAP Certificates are extended at least 60 days without notification from the applicant.

7. **BRIEFINGS:** J. D'Amelia staff are conducting briefings via skype, facetime or telephone. J. D'Amelia staff will email the caseworkers and/or applicants a briefing packet and then work with the caseworker and client to review the materials.
8. **INCOME DECREASES:** If a RAP or Section 8 participants has a decrease in income an interim adjustment should be completed immediately. J. D'Amelia is waiving the "out of work for at least 30 days" and the "letter notification from employer" as well. For example, if a tenant cannot get a letter that their job has shut down, the tenant can self-verify. J. D'Amelia staff will document the COVID-19 related reason for the use of self-verification.
9. **REPAYMENTS:** J. D'Amelia is waiving current repayment invoice payments for 90 days.
10. **IDENTIFICATION:** Whenever possible, the applicant should provide copies of photo identification, birth certification, and verification of social security. J. D'Amelia and the Department of Housing are aware that due to the closure of Dept. of Motor Vehicle offices, obtaining photo identification is a challenge. If client does not have photo identification, then a copy of birth certificate and social security number is acceptable.

DOH wants to ensure that the health and safety of our clients and staff is the focus of your work at this time. As always, if you have any immediate concerns, please contact either Kara Capobianco ([kara.capobianco@ct.gov](mailto:kara.capobianco@ct.gov)) or Leigh Shields-Church ([leigh.shields-church@ct.gov](mailto:leigh.shields-church@ct.gov)). Thank you for all of your efforts as quickly try to house individuals and families experiencing homelessness.