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**Essential Staff for Program Operations:**

***Supportive Services for Veteran Families Program***

***HUD Rapid Re-Housing***

***MTA Outreach***

**Location: Veterans Division Long Island, 600 Albany Avenue, Suite 1, Amityville, NY 11701**

***Office Phone Number:***

The Veterans Division office on Long Island provides Rapid Re-Housing and Homelessness Prevention case management services to very low-income Veteran households across Nassau and Suffolk County. Other core supportive services focus on employment assistance, access to educational resources, vocational training and the coordination of healthcare, treatment, benefits and legal services.

The HUD Rapid Re-Housing program provides similar services received by Veterans to a different population; that of families living in shelter and those who have been moved into permanent residences in the community.

MTA/LIRR Outreach is also conducted at 90+ train stations throughout Nassau and Suffolk County. The goal of the team is to outreach and engage homeless individuals with the goal of helping to connect them to housing, services and medical or mental health assistance. Light touch case management is also provided so that these individuals do not fall through the cracks. The outreach team operates 6am to 2pm 4 days a week and 3pm to 11pm one day a week (typically on Thursday).

Programs at 600 Albany Avenue are non-residential and traditionally operate on an 8am to 5pm schedule, essential staffing at the office in the event of an emergency is minimal. Minimal staffing in the office to handle deliveries, answer/return/forward phone calls and provide support to other members of the team working remotely could be managed by one professional staff member.

Depending on the level of emergency we could follow one of three staffing options:

Option 1: Staggered Staff Schedule

Option 2: All Staff Work Remote

Option 3: All Staff Work Remote for the exception of one staff member on site

For Option 1 a combination of staff would maintain their regular duties on certain days of the week in the office and then on other days work remotely. The team would be broken down into Team A and Team B and follow a Week 1/Week 2 rotating schedule. For example:

Week 1

* Mondays and Thursdays- Team A on-site, Team B are remote.
* Tuesdays: All staff on site.  Team A on-site 9am-1:00pm; Team B 1pm -5pm
* Wednesday and Fridays: Team B on-site, Team A are remote.

Week 2

* Mondays and Thursdays- Team B on-site, Team A are remote.
* Tuesdays: All staff on site. Team B on-site 9am-1:00pm; Team A 1pm -5pm
* Wednesday and Fridays: Team A on-site, Team B are remote.

For Option 2 all staff would work remote from home. In addition to their regular in office responsibilities, some team members would be provided a specific list of remote tasks to ensure understanding of roles and responsibilities while working remotely.

For Option 3 all staff would work remote except for a pre-identified staff member that would be on site in the Amityville office; one staff member each day. These responsibilities would be arranged as follows:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

**Important Contact Information**

1. U.S. Department of Veterans Affairs
   1. Primary Contact: Healthcare for Homeless Veterans Coordinator:
   2. Northport VA Medical Center: (631) 261-4400
      1. Homeless Veterans Program Manager: O: Ext., email:
      2. **H**UD VASH Coordinator/SSVF Liaison:

O: ; email:

* 1. SSVF Program Office: Primary Contact:

1. Legal Subcontractor: Angels for Warriors
   1. Primary Contact:
2. Veterans Crisis Line: 1-800-273-8255
3. S:US Central Office:
4. Veterans Services Long Island:
   1. Regional Director:
   2. Program Director:
   3. Program Director:
   4. Program Director:
   5. Administrative Assistant:
5. If someone suspects that they are experiencing COVID-19 symptoms they need to call the New York State Novel Coronavirus (COVID-19) Hotline at 1-888-364-3065. Based on the answers to the persons questions they may be given a referral and appointment at the Jones Beach Drive Thru Testing Site.