

**** MEMORANDUM ****

To: Program Participants, Applicants, and Community Stakeholders

From: Dr. Landon B. Mason Sr. NCRT, CCAP
Executive Director

Subject: COVID-19

The Economic Improvement Council, Inc. actively serves the counties of Beaufort, Camden, Chowan, Currituck, Dare, Gates, Hyde, Martin, Pasquotank, Perquimans, Pitt, Tyrrell, and Washington. The services that we provide are through our Head Start, Early Head Start, Section 8 Housing Choice Voucher, Community Services Block Grant, and Weatherization programs.

Due to the recent COVID-19 pandemic, our face-to-face appointments have been temporarily suspended to the public. However, we are working in our offices and remotely to continue our practice of providing high quality services to our customers.

In an effort to stop the spread of COVID-19, our business is being conducted by mail, e-mail, telephone and fax to ensure the safety of the staff and customers. We are encouraging our staff and the community to abide by the Federal, State and local guidance.

Since the guidelines are ever-changing in this fluid situation, we recommend you follow the guidance of your county, state and federal notices regarding policies and procedures. These sites offer information you may find helpful on topics such as payment of bills, late fees, evictions, etc. as well as other regulations.

In closing, for additional information or questions regarding services you may contact the Program Directors as listed on our web page. Please feel free to call the office at 252-482-4458 extension 100. We appreciate your cooperation and encourage you to make every effort to stay healthy during this time.



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Executive Director
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