

## GUIDANCE – DIGITAL SIGNATURE

**To:** Program Operators and Staff

**Date:** 03/23/2020

**Effective:** 03/15/2020

As a result of COVID-19 Virus and conducting business in new ways, digital signatures, scanned signatures will be accepted on all applications until such time as business will be able to be conducted in person instead of remotely.

Please case note all circumstances and explain how you plan to serve the individual during this time.