



The World Needs to Know: DSPs are Essential. These Tools Can Help.

Direct Support Professionals (DSPs) are essential to ensuring the health and safety of the people with intellectual and developmental disabilities they support. They are “essential staff” all the time, especially during a global health pandemic, and they must be seen as essential.

The templates in this toolkit can be adapted to help you and the employees of your organization identify as essential workers in light of state and local ordinances that are being used to keep people home during the COVID-19 pandemic. This document provides easy-to-use instructions for how to adapt each of the three templates in this toolkit. If you need support using any of these tools, please contact André Floyd, ANCOR’s Communications Specialist, at afloyd@ancor.org.

Instructions for Using Community Letter Template

This **Community Letter Template** can be adapted by providers and shared with direct support professionals and other essential staff to show the essential nature of their work, should employees of your organization be questioned by local authorities about why they are violating federal, state or local ordinances requiring people to shelter in place. To adapt this letter:

- Replace any of the fields highlighted in yellow with the pertinent information specific to your organization or state.
- Replace the ANCOR logo in the header of the document with your organization’s logo.

Instructions for Using Employment Verification Form Template

This **Employment Verification Form Template** can be adapted by providers and shared with direct support professionals and other essential staff to show the essential nature of specific employees’ work, should employees of your organization be questioned about whether their work is considered essential. It can be used on its own or in conjunction with the **Community Letter Template**. To adapt this form:

- Replace any of the fields highlighted in yellow with the pertinent information specific to your organization or state.
- Replace the ANCOR logo in the header of the document with your organization’s logo.

Instructions for Using Essential Personnel Card Template

This **Essential Personnel Card Template** is designed to be adapted by providers and distributed to all direct support professionals and other essential staff for them to carry in their wallets. These business-card sized Essential Personnel Cards make it easy for employees of your organization to respond to questions from local authorities if going to work may appear to be in violation of federal, state or local ordinances requiring people to shelter in place. To adapt and use this template:

- Replace any of the fields highlighted in yellow in the upper, left-hand cell with the pertinent information specific to your organization.

- Replace the ANCOR logo at the top of the upper, left-hand cell with your organization's logo.
- Copy the contents of the upper, left-hand cell and paste it over the content in each of the other cells on the page.
- Each page contains six cards, so divide the total number of cards that you need by six, and then print that many copies of the edited page.
- OPTIONAL: Laminate each of the pages printed *prior to cutting the cards* so the cards will hold up for a longer period of time.
- Cut each sheet along the gridlines and disseminate the cards to each of the essential employees in your organization who will need them.