



FIRST MARYLAND
Disability Trust

March 18, 2020

Dear First Maryland Disability Trust Clients and Partners:

Due to the ongoing state of emergency, First Maryland Disability Trust, Inc. ("FMDT") has instituted a mandatory telework policy for all staff. Please note that until further notice our office is closed to visitors. During this time, we will continue to service all accounts normally.

We appreciate your patience as we make this transition. In particular, we ask that all disbursement requests be made via email or fax if you are able to do so. If you are not able to email or fax, you can mail your disbursement request to us, but our ability to retrieve physical mail may be slowed or limited.

We will be checking for our phone messages daily. If you choose to leave us a phone message please make sure to include your name, date and phone number. You may expect a return call or email within 24-48 hours.

During this time, we will also be discontinuing out-of-office visits to clients and prospective clients. We are implementing video and voice meeting solutions so that we can continue to provide a high level of service.

Our staff is working hard to ensure that you will experience no disruptions to your services during these difficult times. We encourage you to take all precautions recommended by public health authorities to safeguard your own health and safety. Further updates and announcements will be made via our website, www.firstmdtrust.org

Thank you for your patience.

Sincerely,

Denise W. Fike
Executive Director