

**COVID-19 UPDATE March 17, 2020**

Carbon County Offices will be implementing the following changes starting immediately until further notice. Please call all County offices prior to coming to County Buildings. All offices remain open from 8:30 am to 4:30 pm; however, phone and/or email are the primary means of communication. Access to offices is very limited, please see the information below:

**ANIMAL SHELTER/K-9 – 570-325-4828**

Closed to visitors until further notice. Volunteers are asked to stay home.

**ARCHIVES – 570-325-5713**

Office will be closed to the public, please call or email [ccarchiv@ptd.net](mailto:ccarchiv@ptd.net) for assistance and scheduling of appointments.

**CARBON COUNTY CORRECTIONAL FACILITY – 570-325-2211**

No visitation, closed to the public. Attorneys may still have access.

**CAREERLINK – 570-325-2701**

Office is closed until further notice. Staff will try to answer questions you may have that are not related to Unemployment Compensation by phone.

**Unemployment Compensation (UC)**

**Benefits Information**

**UC Phone: 888.313.7284**

**Hours:**

Monday, Tuesday, Thursday – 8a.m. – 4 p.m.

Wednesday – 12 p.m. – 6 p.m.

Friday - 8a.m. – 12 p.m.

**UC LiveChat thru Website: <http://www.uc.pa.gov>**

**Hours: Monday – Friday – 8a.m. – 5 p.m.**

You will need the email you used when you filed your initial claim to use the UC LiveChat

**UC Website: <http://www.uc.pa.gov> UC Email [uchelp@pa.gov](mailto:uchelp@pa.gov)**

**Please note:**

**You will need to call UC if:**

- Lose your UC PIN or never received one in the mail.
- Filed online or through the PAT system and the system tells you to call the UC phone.

If you need your 1099G in order to file your 2019 Taxes you can view and print it from the website. You

will need your four-digit UC PIN. If you didn't receive a debit card or are having any issues related to your debit card please call ReliaCard at **1-888-233-5916**

#### **CHILDREN & YOUTH – 570-325-3644**

The Carbon County Office of Children & Youth is not accepting any walk-in referrals. All reports can be made by phone, by email, [mgrabarits@carboncounty.net](mailto:mgrabarits@carboncounty.net) or by calling **Childline at 1-800-932-0313**. The office is not accepting any unscheduled appointments or office urine screens at this time. All clients can contact their caseworker at the office with any questions.

#### **CLERK OF COURTS – 570-325-3637**

We urge anyone who has access to PAC files to utilize this form of filing documentation.

[www.ujportal.pacourts.us](http://www.ujportal.pacourts.us)

When mailing in documentation and copies are requested to be sent back to the sender, please include a self-addressed stamped envelope.

#### **BUREAU OF COLLECTIONS – 570-325-3500**

For individuals that have a payment plan already setup, please visit the website below to make their payments: [www.ujportal.pacourts.us/epay](http://www.ujportal.pacourts.us/epay)

For individuals who been making monthly payments without a payment plan, please send a check or money order to:

**Bureau of Collections  
PO Box 14  
Jim Thorpe, PA 18229**

\*If a receipt is requested please include a self-addressed stamped envelope along with your payment.

#### **COMMISSIONERS – 570-325-3611**

The office has limited access for the public but your concerns & comments may be made via telephone or email [cocommis@ptd.net](mailto:cocommis@ptd.net) to schedule an appointment.

**Weekly meetings are open to the public but we are encouraging less in person attendance. You may provide your comments via telephone or email before 10 am each Thursday to [cocommis@ptd.net](mailto:cocommis@ptd.net).** Agendas are posted 24 hours prior to the meeting on the County's website.

**Government Day activities scheduled for April 30, 2020 are cancelled.**

#### **CONTROLLER – 570-325-2756**

Closed to the public. By appointment ONLY. Call or email [msverchek@carboncounty.net](mailto:msverchek@carboncounty.net)

## **COURTS – COURT ADMINISTRATION: 570-325-8556**

Please visit the website – <https://www.carboncourts.com> for court related operations.

Email to [info@carboncourts.com](mailto:info@carboncourts.com)

## **ELECTION OFFICE – 570-325-4801**

Office is closed to the public. All voter registration applications, absentee ballot and mail in ballot applications can also be accessed online <https://www.votespa.com>, or call the office for assistance.

## **GIS 570-325-8519 & TAX ASSESSMENT 570-325-5254 -**

Carbon County has a GIS/Mapping Website - <https://carbongis.maps.arcgis.com/home/index.html> - this site offers an assortment of different maps that allow you to search and locate timely data pertaining to GIS & Tax Assessment Data. Additionally, enriched Tax Assessment Data is available at - <https://www.carboncounty.com/index.php/2-uncategorised/63-tax-assessment>

What can you locate there?

Survey Maps, GIS Maps, Property Information, Property Record Cards, and more

There are many links embedded in our mapping, that will also direct you to other meaningful sites, such as Landex for Recorder of Deeds, other GIS Mapping Websites, amongst others.

We recommend that you call us for almost all needs, additionally you can e-mail us as well

GIS [jshellhammer@carboncounty.net](mailto:jshellhammer@carboncounty.net)

Tax Assessment [KimSteigerwalt@carboncounty.net](mailto:KimSteigerwalt@carboncounty.net)

## **HUMAN RESOURCES – 570-325-8523**

Public access, by appointment only. Phone or email [carbonhr@carboncounty.net](mailto:carbonhr@carboncounty.net)

## **MAUCH CHUNK LAKE PARK – 570-325-3669**

Park office is closed to visitors, please visit <https://www.carboncounty.com> under Park department. Telephone and/or email any inquires to [mauch2@ptd.net](mailto:mauch2@ptd.net)

## **PLANNING & DEVELOPMENT – 570-325-3671**

The Planning office is closed to the public. Bid package pick up and sub division/land development plan drop off/pick up will be by appointment only by calling the office.

## **PROTHONOTARY – 570-325-2481**

Office has suspended **ALL** Passport applications until further notice. In addition, at this time all visitors **MUST** call to schedule an appointment with the office. There is a drop box outside the office where

filings may be dropped off. If you require copies to be returned please also include a self-addressed stamped envelope. Filings can be mailed to **ATTN: KAYLA SEMMEL CARBON COUNTY PROTHONOTARY, PO BOX 130, JIM THORPE, PA 18229** or email [ksemmel@carboncounts.com](mailto:ksemmel@carboncounts.com)

Please check our website for updates and feel free to call the office. Upon arriving for your appointment, we ask that you practice good hygiene and sanitize your hands upon entering the office. <https://www.carboncourts.com>

### **PUBLIC DEFENDERS OFFICE – 570-325-2343**

Until further notice, all applications for PD representation will be taken by appointment only. We are trying to minimize the contact and maximize the distance between persons coming into the office for our services. Please call to make your appointment or email [jenniferketchledge@carboncounty.com](mailto:jenniferketchledge@carboncounty.com). In addition, applications can still be printed online at the County website <https://www.carboncounty.com>, under “Departments” then “Public Defender”, drop down to the link to Public Defender Application.

### **RECORDER OF DEEDS – 570-325-2651**

The office has limited access for the public but your concerns & comments may be made via telephone or email [anitadietrich@carboncounty.net](mailto:anitadietrich@carboncounty.net) to schedule an appointment.

Please send all documents to be recorded by mail or other parcel services. There will be a drop off box outside our door for hand delivered documents (please knock on the door so we can retrieve the documents). A self-addressed stamped envelope is required for return of documents.

### **REGISTER OF WILLS/ORPHAN’S COURT – 570-325-2261**

All visitors to the office MUST call to make an appointment with our office. In addition, at this time if you are dropping paperwork off to be filed, please place all paperwork through the slot of the door to our office with filing fee attached and a self-addressed stamped envelope. Our mailing address is PO Box 286, Jim Thorpe, PA 18229.

Upon arriving for your appointment, we ask that you practice good hygiene and sanitize your hands before entering the office.

You may also reach the Register of Wills/orphans’ Court at [jpapay@carboncourts.com](mailto:jpapay@carboncourts.com)

### **SENIOR CENTERS – 1-800-441-1315**

Starting immediately the Senior Centers will be closed until further notice for activities. However, participants will be offered frozen meals to replace the daily meals they received at the Senior Centers. Participants can pick their meals up at the Centers on Wednesday.

**IN HOME MEALS** – Senior Center managers will contact these consumers weekly, by the close of business each Friday to determine the meal needs. Meal delivery will remain on a Wednesday and will be delivered by the Office on Aging staff and volunteers.

**The Senior Games for 2020 are cancelled.**

**SHERIFF'S OFFICE – 570-325-2821**

The office will be suspending the processing of concealed license to carry firearms permits until further notice. This suspension includes both new applications and renewals. Any questions please call or email [sheriff@carboncourts.com](mailto:sheriff@carboncourts.com)

**TAX CLAIM – 570-325-3635 –**

The Carbon County Tax Claim Bureau will be closed to the public until further notice. Any questions please call or email [tgehres@carboncounty.net](mailto:tgehres@carboncounty.net)

**DELINQUENT TAX INFORMATION** may be obtained by calling the bureau at (570) 325-3635 during regular business hours of 8:30 a.m. to 4:30 p.m.

Tax Lien Certificates may be obtained by mailing your request as normal. Please allow 72 hours for processing.

**DELINQUENT TAX PAYMENT OPTIONS:**

1. The bureau will accept personal checks until April 15<sup>th</sup>. Please include your name and map number with payment and mail it to:

Carbon County Tax Claim Bureau  
PO Box 37  
Jim Thorpe, PA 18229

Receipts will be mailed if a self-addressed stamped envelope is included with payment.

2. On-line payments may be made at:

<https://paylocalgov.com/Payment/SelectEntity/124> or by going to <http://www.carboncounty.com> and clicking "Carbon County Online Delinquent Tax Payments"

3. Established Agreement plans will be given a two-week grace period for payment purpose. Payments should be made as noted above.

**TREASURER – 570-325-2251**

The following items are available on the county's website under the Treasurer Department: Hotel Tax Registration form, quarterly tax forms, rules & regulations and county ordinance. Applications for Dog License (both regular and senior citizen), Lifetime Dog License along with the microchip verification form, small games of chance and bingo license. Please mail completed forms to the Treasurer's Office – PO Box 247, Jim Thorpe, PA 18229

Hunting and fishing licenses can be applied for through Game Commission and Fish & Boat Commission websites as well as Walmart and other agents. Carbon County does not have the ability to sell these online. [www.pa.wildlifelicense.com](http://www.pa.wildlifelicense.com)

**VETERANS AFFAIRS – 570-325-3986**

Veterans Affairs will be by appointment only. Please call the office to make an appointment.

**MOST IMPORTANT IS TO PROTECT YOURSELF AND FAMILY BY FOLLOWING RECOMMENDATIONS BY THE PA DEPARTMENT OF HEALTH AND CENTER FOR DISEASE CONTROL.**

**EVENTS ARE CHANGING BY THE HOUR. DIRECTIVES FROM THE FEDERAL AND STATE GOVERNMENT CONTINUE TO CHANGE.**

**CHECK BACK PERIODICALLY FOR UPDATES.**