



CONTRACT
SERVICES

Important
Updates

Motion Picture & Television Industry | Administration • Training

2710 Winona Avenue, Burbank, CA 91504 | T 818.847.0040 | F 818.847.0070 | www.csatf.org

COVID-19 RESPONSE (as of 03/19/20)

As a safety organization, Contract Services has a responsibility to the overall health and safety of our industry. To help guard against the spread of COVID-19, we have temporarily suspended all in-person training and lobby visitation to our facility. This effectively means Contract Services is closed to the public, although many of our staff are still working remotely to keep critical services operating for our partners during this period of uncertainty.

Electronic document submission instructions:

- Because our lobby is closed, applicants submitting roster documentation, letters, paystubs, resumes, etc. should email them to reception@csatf.org.
- Employment Verification Letters should be emailed to evl_processing@csatf.org.
- Classifications with Licenses or Certifications or Credentials requirements to maintain roster status should email them to roster@csatf.org.

Please note that we will be issuing training deadline extensions for *in-person* courses only. For individuals with *online* training requirements, those training deadlines still apply. In addition, to reduce the amount of paperwork passed between individuals submitting Form I-9 documents and Contract Services' staff, Contract Services will suspend its processing of Forms I-9, **effective close of business March 31, 2020.**

See our website at www.csatf.org or your portal account for the latest updates.