



**Guidance for Application for Coronavirus Relief Fund (CRF)  
Community Provider COVID-19 Eligible Expenses  
October, 2020**

## OVERVIEW

This Guidance Document (Guidance Document) establishes criteria for certain contracted agencies to apply for reimbursement of documented COVID-19 related expenses retroactive to Governor Murphy's declaration of a *Public Health Emergency on March 9, 2020 through Executive Order No. 103* and extending through the deadlines outlined below.

All existing contract providers with the Department of Children and Families (DCF) that can meet the following qualifications can apply for reimbursement:

Costs must be documented as new expenses resulting from COVID-19 incurred between March 9, 2020 and the submission deadline. Costs must not have been previously budgeted, paid for using previously budgeted dollars, paid for with reimbursement from other State or federal relief programs, or pending a reimbursement decision from another State or federal relief program at the time of submission.

This Program is for all existing DCF contracted providers that are not providing congregate or residential care. If you have a question about eligibility for the program please contact [DCF.CRFapplications@dcf.nj.gov](mailto:DCF.CRFapplications@dcf.nj.gov).

**Programs that previously received funding from DCF to support COVID-19 related costs for congregate care/residential services are excluded from this opportunity.**

**Reimbursement requests are due no later than November 13, 2020.**

It is possible that only a portion of amounts submitted will be reimbursed.

All claims for reimbursement will be subject to audit and any payments issued that are not supported with back-up documentation, including documentation that the COVID-19 related expenses were not previously supported with state contract, fee-for-service or other state or federal dollars will be recovered.

**Please review all United States Treasury compliance requirements before accepting Coronavirus Relief Fund grant dollars:**  
<https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

## ELIGIBLE CATEGORY TYPES

The following expenditures qualify for reimbursement for COVID-19 related expenses:

### **1. Personal Protective Equipment (PPE)**

- a. Face Masks: Surgical Masks, N95s and equivalent respirators
- b. Face Shields
- c. Gowns
- d. Gloves
- e. Goggles

### **2. Cleaning and Infection Control**

- a. Extra materials and supplies used for enhanced cleaning as a result of prevention and response to COVID-19.
- b. Partitions, plexiglass dividers.

### **3. HIPAA-compliant technology to facilitate remote services**

Existing DCF contract providers may be reimbursed for hardware and software purchased to enable services to be provided remotely. Devices and services for consumers are not eligible. Eligible costs include:

- Video communication products that are HIPAA compliant – any associated vendors must enter into HIPAA business associate agreements (BAAs) in connection with the provision of their video communication products.
- HIPAA compliant hardware and software necessary for remote service delivery.
- HIPAA compliant (with a signed BAA) contracted information technology services used to enable remote service delivery.

## DOCUMENTATION REQUIRED TO SUPPORT ELIGIBLE EXPENSES

Existing DCF contract providers must provide the following supporting documentation for each reimbursement item. Paid invoices must be submitted for reimbursement. DCF will not provide advance funds.

1. **Documentation of Purchases/Payments:** Accompanying documentation must meet the usual standard for State payments, including receipts, invoices, or similar records that demonstrate payment was made.
2. **Attestation** (See Attached)
3. **DCF CRF Voucher Worksheet** (See Attached Excel Worksheet)

## SUBMISSION PROCESS

All questions, requests for reimbursement and supporting documentation must be sent electronically to [DCF.CRFapplications@dcf.nj.gov](mailto:DCF.CRFapplications@dcf.nj.gov)

**Reimbursement requests are due no later than November 13, 2020 at 5 PM.**

A provider should submit only one email, containing (3) three attachments:

- A single PDF file including the:
  - (a) Documentation of Purchases (receipts)
- The completed Excel DCF CRF Voucher Worksheet detailing expenditures. The totals in this Worksheet must tie to the Documentation of Purchases/Payments.
- Signed Attestation

Payment will be made in December 2020. Payment will be made through the New Jersey Department of the Treasury. Providers not registered with NJSTART will need to do so before submitting reimbursement requests (<https://www.njstart.gov/bsol/>).