

## Providers Should Proactively Track COVID-19 Expenses

Links have been updated below.

RCPA is recommending members proactively track expenses directly related to your agency's response to the COVID-19 emergency. It is our understanding Pennsylvania counties should be coordinating this effort. RCPA is aware of some counties holding conference calls with health and human service providers, non-profits and others regarding the federal and state declarations of emergency.

Providers should proactively track these emergency expenses, because if your county asks for these expenses, then you can get them to the county expeditiously.

The City of Philadelphia has sent out [guidance](#) regarding these expenses. Additionally, the City of Philadelphia has created a [spreadsheet](#) to track these expenses. While your county may have other guidance or forms to track emergency expenses, these two documents are good templates until you receive local guidance.

Proactively collecting these expenses will increase the potential of your agency receiving reimbursement from federal resources targeted to compensate jurisdictions for actions taken to mitigate the impact of COVID-19.

Additionally, Allegheny County received guidance from PEMA and has sent out the following email to stakeholders in Allegheny County (thanks to Jim Wyler from UPMC for sending this information):

"Provider,

**Please see the below information about the PEMA Public Assistance Survey. Please complete this by 3pm today.**

PEMA has indicated that now is the time to begin the application process for recovery of eligible expenses for the COVID-19 disaster declaration. This will be a totally online process, attached is the information provided and guidance for those who wish to apply. We want to stress that any all Authorities, Municipalities, Schools, Hospitals, Non-Profits, Fire Depts. Similar to those involved in the 2010 Snowstorms, should make application even if they don't have any expenses now. If you miss the application deadline you will miss out on any funding opportunities. You will need to complete the application on your own and will not be part of Allegheny Counties request. Below are some highlights and attached are the additional documents needed. We will provide additional information as it becomes available. Please do not delay and apply. **Please complete the survey by 3pm on Wednesday March 25.**

You can access the survey [[here](#)].

January 20, 2020 is the start date and has no end date

- Survey 123 was opened on March 20th and MUST be completed
- Please watch for notification of a Webinar. All Applicants should be on the webinar
- April 13<sup>th</sup> is the deadline to make an application request
- You want to track all hours spent on COVID-19 even though overtime is the only eligibility permitted for reimbursement.
- OVERTIME/COMP TIME – For overtime and comp time it must be shown on pay sheets and we must provide our comp time policy'

Questions, contact [Jack Phillips](#).