

Governor Wolf signed Act 24 of 2020 to appropriate funding from the federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) for COVID-19 related costs assistance to certain Pennsylvania entities and healthcare services providers. Many of the entities and healthcare services providers eligible to receive Act 24 funds, including your entity, participate in programs administered by the Department of Human Services (DHS).

As previous DHS correspondence noted, Act 24 funds must be used by eligible entities and providers for necessary expenditures or lost revenues attributable to the coronavirus pandemic that were incurred during the period March 1 through November 30, 2020. Any Act 24 funds that are not expended for these purposes must be returned to the Commonwealth. DHS intends to use the final cost report to determine if and how the Act 24 funds were spent by eligible providers.

Under Section 160-C (a)(11) (ii) of Act 24, all entities and providers participating in programs administered by DHS are required to provide documentation, upon request, for purposes of audit review by DHS. In accepting Act 24 funds, your entity agreed to provide such information. For this reason, DHS is requiring the Final Act 24 Cost Report from each entity that accepted payment. To assist providers in reporting, DHS provided Act 24 reporting template(s) and established a web-based portal for the submission of the final report.

The final reporting templates were due to be submitted no later than December 31, 2020, or if you were awaiting user access to the portal, you were to submit within 5 business days of the date you received notification that established your access. According to DHS records, your entity failed to submit a report through the web-based portal by the established due date. In the event your entity experienced a problem in submitting the final report by this due date, DHS is continuing to keep the web-based portal open through March 31 so that you may complete your submission.

DHS is hopeful that you will provide the required information and complete your submission by March 12th and not jeopardize Act 24 funding. **However, failure to submit the necessary information through the web-based portal by March 22 may result in DHS recouping all Act 24 funds paid to you.**

If you require user access, please use the form at <https://deloittesurvey.deloitte.com/Community/se/3FC11B267DE9EFE7>. If you have any questions or are experiencing any difficulties about Act 24 final reporting, please contact act24reporting@pa.gov. If you have submitted your Act 24 final report prior to receiving this communication, please send an email to the same email referenced notifying DHS of your prior submission.