

Behavioral Health Services (BHS) – Information Notice

To:	BHS Contracted Service Providers
From:	Behavioral Health Services
Date:	March 5, 2021
Title	Coronavirus Disease 2019 (COVID-19) CARES Act – Claiming Extension

The information below provides instructions regarding the extension of claiming CARES Act for General Expenses, including purchases of personal protective equipment (PPE), and other items connected to ongoing costs directly linked to COVID-19 expenses.

Fiscal Year (FY) 2020-2021 Instructions:

1. To increase or create the FY 2020-21 CARES Act-General Costs cost center you must submit an Administrative Adjustment Request (AAR) by March 25, 2021. Please provide details of what line(s), amounts, and cost center are being shifted from and to what line(s), amounts, and cost center it is going to. The bottom line of a contract's current annual funding allocation should not change. A one-page AAR can be submitted.
2. The invoice should reflect the expenses incurred under the new cost center as specified on the AAR. Submit supporting documentation, receipts, or any proof of payment together with your invoice.

Fiscal Year (FY) 2021-2022 Instructions:

1. When submitting the FY 2021-22 budget, consider projecting the amount of CARES Act General Expense that will be claimed for the period July 1, 2021 to December 31, 2021.
2. Direct administrative costs that qualify under CARES Act Administrative Cost Guidance can be claimed under the CARES Act cost center. Indirect rates may not be applied to reimbursement request for CARES Act revenue.
3. Funds should utilize the regular budget allocation. The invoice should continue to be reflected under the new cost center and new lines should be created specifically for CARES Act. Submit supporting documentation, receipts, or any proof of payment together with your invoice.

Please note, these instructions do not pertain to items associated with the IT and Facilities and Improvement (FI) amendments; those items had a spending timeline identified in the amendments.

For More Information:

- Contact your Contracting Officer's Representative (COR) or
- Raul Loyo-Rodriguez, Budget Manager, BHS, Raul.loyo@sdcounty.ca.gov, 619-584-5051