

Behavioral Health Services (BHS) – Contractor Information Notice

To:	BHS Contracted Service Providers
From:	Behavioral Health Services (BHS)
Date:	October 27, 2021
Title	Teleworking Costs Incurred by Providers during COVID-19

This Information Notice provides clarification on telework costs incurred by contracted providers as a result of employees teleworking due to COVID-19 restrictions.

In circumstances where a contractor has determined that staff are **required** to work from home, contractors shall have a documented policy for the purposes of employee reimbursement of necessary and actual expenses where the employer does not otherwise provide equipment and/or services. Any reimbursement requests submitted to the County must include adequate documentation to support that the costs are specifically and directly related to County work and not inclusive of any personal usage or in support of other non-County work.

As a reminder, it is highly recommended that employer owned and managed equipment, including cell phones and Wi-Fi hot spots, be issued to staff who are providing client services and/or may be handling confidential information. The requirements for adequate assurance of safekeeping of confidential information will continue to be monitored by the County, and any personal equipment utilized will be required to satisfy contract requirements.

Because reimbursement requirements differ for **voluntary** telework options as opposed to **mandatory** telework assignments, contractors should ensure adequate position documentation supporting the telework requirements.

In summary, please note the following:

- **Reimbursement will not be approved if the decision to telework is optional** and not mandatory.
- Reimbursement will be for actual cost and not a stipend.
- If telework expenses **include** use for non-County services, then the cost related to the non-County activity must be excluded from the claim to the County.

Additionally, as contractors require staff to work from home, an expected offset of overhead burden should be realized and therefore the County would anticipate minimal overall budgetary effect. Should you have any questions related to supportive documentation requirements or unanticipated budgetary increase requests, please communicate with your Contracting Officer’s Representative (COR) potential or related contract adjustments. As always, should you need further clarification please contact your COR.

For More Information:

- Contact your Contracting Officer’s Representative (COR) or
- Junida Bersabe, Principal Admin Analyst, junida.bersabe@sdcounty.ca.gov, (619) 584-5060