

Behavioral Health Services (BHS) – Contractor Information Notice

To:	BHS Contracted Service Providers
From:	Behavioral Health Services (BHS)
Date:	November 19, 2021
Title	<u>FISCAL YEAR (FY) 2021-2022 COVID RELATED COSTS - INVOICE GUIDELINES</u>

The information below provides clarification regarding invoicing of COVID related expenditures (including purchases of personal protective equipment [PPE], testing supplies, travel time for testing, and other items connected to ongoing costs directly linked to COVID-19 expenses) starting July 1, 2021.

Personal Protective Equipment (PPE) & Cleaning Supplies -Used during normal direct services:

- Continue tracking this cost in a separate “Other” line item in Operating Expenses
- These costs will no longer need a separate cost center but will be reported under the regular program cost centers utilizing these items
- No need to submit backup documentation together with invoices but retain the documentation so it is available upon request/for audit purposes.

COVID Test Related Expenditures:

- These costs will be tracked separately and will be reported as:
 - Operating Costs under *OTHER: COVID Test Supplies* line item:
 - Include costs for testing supplies that have received FDA Emergency Use Authorization (EUA), gowns, gloves, eye protection, masks incurred for testing
 - Operating Costs under OTHER: COVID Test Travel Cost
 - Travel mileage for staff to get tested for COVID
 - Operating Costs under OTHER: COVID Test Staff Offsite Test S&B
 - Reasonable time for contract provider’s employee to get tested offsite including travel time and waiting in line to be tested
- The above costs will be reported in separate cost center labeled ARPA COVID Test.
- Direct Admin cost will follow the same guidance provider on CARES Act:
 - Indirect rates may not be applied to reimbursement requests for ARPA revenue.
 - Supporting documentation of actual administrative costs must be kept and available upon request.
 - Admin costs requested for reimbursement thru ARPA funding may not be included under either indirect or direct charge to normal budget
 - Direct Admin cost will be reported under Operating Expense: “Other: COVID Test Direct Admin”.
- Backup documentation for these expenses **do not** need to be submitted with invoices, but the documentation must be retained, and available for submission if requested in the future.

It is anticipated that the overall impact can be covered within existing annual contract maximums, therefore a need for amendments is not expected. Should this not be true for your contract, please consult with you COR for potential contract adjustments. And 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