



State of New Jersey

DEPARTMENT OF HUMAN SERVICES
DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES
PO Box 362
5 COMMERCE WAY
HAMILTON, NJ 08691

PHILIP D. MURPHY
Governor

CAROLE JOHNSON
Commissioner

SHEILA Y. OLIVER
Lt. Governor

VALERIE L. MIELKE, MSW
Assistant Commissioner

September 22, 2020

Dear DMHAS Contracted Provider:

I am pleased to share information and documents outlining the NJ Department of Human Services, Division of Mental Health and Addiction Services' (DMHAS) \$25M Coronavirus Relief Fund (CRF) Reimbursement Program, made possible through the Federal Coronavirus Aid, Relief, and Security Act (CARES Act). This fund is for the express purpose of providing reimbursement for non-budgeted, COVID19 expenses not covered by local, state or federal funding and is reimbursed on a first come, first-served basis until funds are exhausted or by December 20, 2020, whichever comes first.

This cost-reimbursement program, for contracted providers of community-based services, is outlined primarily in the CRF Guidance document¹, which addresses provider eligibility, allowable COVID19-related costs, and submission processes and deadlines. The accompanying PowerPoint² document provides supplementary details that expand on the Guidance document.

In addition to the allowable costs listed in the Guidance Document (direct care staff emergency rate increases and payments, Personal Protective Equipment, COVID19 testing for staff and clients, HIPAA compliant telehealth and communication technology), virus mitigation items and services are also allowable costs. Virus mitigation items and services include Plexiglas, social distance markers, signage, cleaning supplies and services.

In very limited circumstances, other COVID19 related expenses, not specified in the Guidance or PowerPoint documents, will be considered. Requests in the "other" category must be approved by DMHAS prior to the commitment and expenditure of funds to determine if they are eligible for reimbursement. Eligibility will be based on guidance produced by the U.S. Department of Treasury on appropriate use of CRF funds. Such requests must be submitted by October 16th, 2020 for priority consideration, but rolling submissions will be accepted and considered through November 13th, 2020.

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¹ [CRF Guidance Document](#)

² [CRF PowerPoint](#)

Please review the Guidance and PowerPoint documents carefully to fully understand the parameters of the program.

The process to apply for reimbursement is outlined here:

1. Request to obtain login credentials using a web-based form to a Secure File Transfer Protocol (SFTP); 2 account limit per provider.³
2. Receive an encrypted email with your login credentials, which can take 7- 10 days.
3. Complete a State of NJ Payment Voucher⁴
4. Complete the MS Excel Expense Tracking Worksheet⁵
5. Complete and sign CRF Attestation⁶
6. Create a **single PDF** of the following documents⁷
 - a. Payment Voucher
 - b. Completed Attestation
 - c. All supporting documents for each item on your submission (receipts, payroll, etc.)
 - i. Name the document using the following naming convention:
Agency Name_Submission Number_ Reimbursement Period_pdf⁸
7. Prepare **the MS Excel Expense Tracking Worksheet**, named using the same naming convention with the exception of the file type which should be excel,
 - i. Agency Name_Submission Number_ Reimbursement Period_excel
8. Access the SFTP site ⁹using your unique login credentials
9. Upload the **single pdf** and its **supporting MS Excel document**
10. Reimbursement for technology requests should be submitted separately from all other expenses, following the steps outlined above. This is being done to expedite the review all other expenses, as technology reimbursement requests require additional review. Uploaded documents are timestamped and will be processed in the order in which they are received.

Uploaded documents are timestamped and will be processed in the order in which they are received. Please be advised that the review and determination process may take several days for non-technology submissions, and longer for technology-related submissions. Notifications of determinations will be communicated as soon as possible.

Due to the anticipated volume of requests and the requirement for all funds to be expended prior to December 31, 2020, DMHAS may not review requests submitted after the deadline.

³ See PowerPoint Slide 23 or visit <https://njsams.rutgers.edu/training/crf/register.aspx>

⁴ See PowerPoint Slide 18 and visit <https://njcourts.gov/forms/10355.pdf> to access the form

⁵ See PowerPoint Slide 19 and access the [MS Excel Expense Tracking Form](#)

⁶ [CRF Attestation](#)

⁷ See PowerPoint Slide 25

⁸ See PowerPoint Slide 26

⁹ CRF SFTP <https://securexfer.dhs.state.nj.us/login>

Please adhere to the following submission deadlines:

Date expense incurred	Due date
March 9, 2020 – September 30, 2020	October 15th , 2020
October 1, 2020 – October 31, 2020	November 15th, 2020
November 1, 2020 – November 30, 2020	December 15th , 2020
December 1, 2020 - December 20, 2020	no later than December 20th, 2020

All submissions will be reviewed carefully to ensure sufficient documentation exists to qualify and support the expenditure. Additionally, all submissions are subject to audit.

All of the documents referenced herein are found on the DMHAS’s Coronavirus Relief Fund (CRF) webpage¹⁰. If you have any questions regarding the program, please email DMHAS.CRF@dhs.nj.gov.

Thank you for your continued partnership in providing vital supports and services to those we serve.

Sincerely,



Valerie L. Mielke, MSW
Assistant Commissioner

¹⁰ https://www.state.nj.us/humanservices/dmhas/information/stakeholder/cornoavirusrelieffund_crf.html