



COMMONWEALTH of VIRGINIA

Department of Medical Assistance Services

KAREN KIMSEY
DIRECTOR

SUITE 1300
600 EAST BROAD STREET
RICHMOND, VA 23219
804/786-7933
804/343-0634 (TDD)
www.dmas.virginia.gov

August 17, 2020

Dear Assisted Living Facility Provider:

Under the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act, the Commonwealth of Virginia has designated funding to Assisted Living Facilities (ALF) to address staffing shortages, increase infection control measures, and purchase personal protective equipment (PPE), as well as comply with the new testing requirements related to COVID-19. The purpose of this letter is to summarize the program and identify the process regarding the administration of CARES Act payments to ALFs for extra costs related solely to COVID-19 and outside of normal routine costs. All licensed Assisted Living Facilities in Virginia are eligible for this State CARES Act funding assistance.

The Department of Medical Assistance Services (DMAS) has contracted with a Certified Public Accounting (CPA) firm, Myers and Stauffer LC (MSLC), to review eligible expenses made by your facility for reimbursement through the CARES Act. This program allows funds for Assisted Living Facilities in the Commonwealth of Virginia to cover expenses incurred due to the coronavirus pandemic for the period of July 1, 2020, through October 31, 2020.

To receive reimbursement through this CARES Act program, assisted living facilities will be required to first offset all revenues related to COVID-19 expenses from eligible expenditures. Revenue replacement is not an eligible COVID-19 expenditure for purposes of this program.

Revenues related solely to COVID-19 expenses include but are not limited to:

- Public and private insurance revenues
- Surcharge revenues for COVID-19 costs
- Any other revenues that are related to COVID-19 expenses

Funding can be used for the following otherwise unreimbursed expenses related to COVID-19, with priority given to testing and staffing:

- Testing
- Employee wages, overtime pay and bonuses
- Employee benefits
- Contracted services expenses
- Employee child-care costs, if applicable
- Employee isolation housing, if applicable
- Costs related to screening visitors
- Personal protective equipment and supply costs
- Cleaning and housekeeping supplies

- Telehealth costs
- Technology required for socializing residents (not including Medicaid-funded IT allowable cost of \$3,000 per facility currently funded through DMAS using Civil Monetary Penalty funds)
- Resident transfer costs
- Other COVID-19-related expenditures.

Expenses must be for COVID-19 related expenses that 1) would not have been incurred in a non-pandemic year and 2) have not been otherwise paid for by another funding source (see the revenue examples listed above).

Reimbursement is available for up to \$4,000 per facility per month for covered COVID-19 related expenses. An additional amount of up to \$15 per Auxiliary Grant (AG) resident per day is available for covered COVID-19 related expenses.

Reimbursement is contingent on funding availability. If reimbursement requests exceed available funding, reimbursements may be prorated. If, however, all funds available for this program are not used by participating ALF providers, unspent funding may be allocated at the end of the program to participating providers based on unreimbursed allowable COVID-19 expenses.

Please note that invoice submission for participation in this program is voluntary. We recommend the following timeline for submitting invoices to MSLC:

- Invoices for July 2020 – Due by August 28, 2020
- Invoices for August 2020 – Due by September 25, 2020
- Invoices for September 2020 – Due by October 30, 2020
- Invoices for October 2020 – Due by December 1, 2020

Invoices will not be accepted after December 1, 2020. Once received, Myers and Stauffer will review the submitted information and notify you of any adjustments to your submission. Once Meyers and Stauffer identifies and approves allowable reimbursements, DMAS will then process these payments every two weeks on a rolling basis.

Step 1: Enclosed is a one-page **Enrollment Form** for submission to the Medicaid Management Information System (MMIS) to receive reimbursement by DMAS by electronic funds transfer. **All Providers** who plan to receive payments through this program will need to submit the enclosed form to DMAS as soon as possible. Be sure to use the name on your license from the Department of Social Services, your license number and your license expiration date. Banking information is necessary to enroll you for electronic funds transfer. Please send all forms to caresactproviderenrollment@dmass.virginia.gov.

Step 2: In order to receive funds through this program, participating ALFs will be **required** to submit monthly invoices for reimbursement of expenses incurred during July 2020 through October 2020. Supporting documentation will be required and may include weekly reports of testing results, monthly census reports, General Ledger detail for selected accounts, and other applicable supporting documentation.

Enclosed you will find invoice forms to complete and submit to Myers and Stauffer for reimbursement. Detailed instructions are included with the form. Please send all completed invoice forms via e-mail to caresactinvoicing_alf@mslc.com.

If you have any questions, please e-mail caresactinvoicing_alf@mslc.com.

Sincerely,

A handwritten signature in blue ink that reads "Karen Kimsey". The signature is written in a cursive style with a prominent initial "K".

Karen Kimsey, Director
Department of Medical Assistance Services