



STATE OF CONNECTICUT

DEPARTMENT OF SOCIAL SERVICES
OFFICE OF THE COMMISSIONER

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DEIDRE S. GIFFORD, MD, MPH

Commissioner

August 2020

Re: Coronavirus Relief Fund Payments

Dear Eligible Provider:

In accordance with Governor Lamont's Executive Order No. 7EEE, Section 1, and Section 17b-11 of the Connecticut General Statutes, the Department of Social Services (DSS) will make Coronavirus Relief Fund (CRF) grant payments to specified categories of providers listed on the DSS Web site at <http://www.ct.gov/dss/crf-grants> that: (1) are enrolled in good standing in the Connecticut Medical Assistance Program (CMAP) and (2) meet all applicable requirements.

In brief:

- each eligible provider type will receive a grant amount for each eligible service that approximates the value of a specified percent increase in rates for a specified period;
- CRF grant funds may only be used for identified, permissible purposes;
- To draw down CRF grant funds, eligible providers must as soon as possible, **but no later than August 28, 2020**, do the following (please see below for more detail):
 - all eligible must log into each of their existing Connecticut Medical Assistance Program (CMAP) secure Web portal accounts, download the required Notice of CRF Payment Standard Form (Payment Form) and sign the form(s) electronically; and
 - all eligible providers that will receive CRF grant payments of \$25,000 or more must also download a CRF Payment Cost Report Form (Cost Report) from the DSS website, complete the form and send it to the dedicated DSS email address identified below.

CRF Grant Amount

In order to enable these payments to be made quickly due to emergency COVID-19 expenses already incurred by providers and to ensure uniformity within each provider category, CRF grant payments are calculated by DSS to approximate the value of a specified percent increase in rates for each category of provider for dates of service from April 1, 2020 to June 30, 2020. These amounts were estimated using available paid claims data for a recent timeframe that DSS determined was appropriate for estimating current expenditures.

Permissible Expenses

CRF payments may be used only for specific documented costs and expenses incurred due to the COVID-19 public health emergency, consistent with federal law and guidance, but excluding general costs such

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as business interruption related to COVID-19 closures, even if those general costs are federally allowable.

Providers who at any time in 2020 apply for or receive a loan from the federal Paycheck Protection Program (PPP) must: (1) ensure that no CRF payments will be used to cover costs that the provider has reported or anticipates reporting on a PPP loan forgiveness application and (2) reduce their CRF payment request(s) accordingly.

CRF Grant Process

DSS's Medicaid Management Information System (MMIS) contractor DXC Technology will post a CRF Payment Form specific to each eligible provider type on the CMAP secure web portal. Each eligible provider that wishes to apply for CRF payments must log into their CMAP secure Web portal account(s) at www.ctdssmap.com and then select the menu option for "CRF Payment" (on the far right side of the menu bar) to read and electronically sign the Notice of CRF Payment Standard Form. **Please review the entire Notice of CRF Payment Standard Form carefully. Providers that have multiple AVRS IDs will need to log in to each AVRS account to review and sign each of the Notice of CRF Payment Standard Forms.**

Each provider that will receive total CRF payment(s) of \$25,000 or more (i.e., total CRF payments to all of the provider's AVRS IDs) must also complete and submit a CRF Payment Cost Report to DSS as soon as possible and not later than August 28, 2020. The completed cost report must be received before DSS will process CRF payments and must also document any PPP loan forgiveness received or expected to be received. If actual or expected PPP loan forgiveness payments and CRF payments exceed applicable costs, CRF payments will be reduced or recouped to the full extent necessary to avoid duplicate payments for the same costs. The cost report form is posted to the DSS Web site at <http://www.ct.gov/dss/crf-grants> . Completed cost reports must be submitted to CRF.CostReports@ct.gov. In addition, if revisions are necessary, providers may submit revised cost reports no later than September 30, 2020.

Providers must complete all process steps identified above before DSS can process CRF payments.

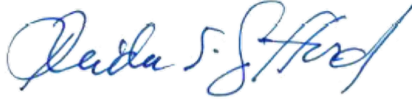
Assistance in Accessing Secure Web Portal Accounts:

Providers should previously have established their secure Web portal accounts. If a provider has not accessed those accounts within the past 90 days, the provider may be prompted to reset its password or unlock its account. Please refer to Provider Bulletin (PB) [18-34](#), Enhanced Secure Web Site Features for Password Resets, Locked Accounts, and Disabled Accounts for self-service features that will be of support. If a provider has attempted to use these self-service features, but remains unable to access its account, please contact the Provider Assistance Center at 1-800-842-8440.

Additional details regarding CRF payments, including, if applicable, DSS Standards for CRF Payments, are posted to the DSS Web site at: <http://www.ct.gov/dss/crf-grants> .

If you have any questions, please contact CRF.CostReports@ct.gov.

Sincerely,

A handwritten signature in blue ink, reading "Deidre S. Gifford". The signature is written in a cursive style with a large initial "D".

Deidre S. Gifford, MD, MPH
Commissioner