



JB Pritzker, Governor

Grace B. Hou, Secretary

100 South Grand Avenue, East • Springfield, Illinois 62762
401 South Clinton Street • Chicago, Illinois 60607

May 4, 2020

Thank you for your continued efforts to sustain the delivery of substance use disorder treatment services during the COVID-19 pandemic. As described in Secretary Grace B. Hou's letter on March 6, 2020 and further clarified on March 23, 2020, all contract funded organizations will be held harmless and kept whole, to the maximum extent possible, as operations are diminished or temporarily suspended during this national and state emergency.

To meet this objective, IDHS/SUPR is providing funds to support IDHS/SUPR contract funded organizations for continuation of operations (as feasible) and for retention of staff, even when there is limited or no service delivery. IDHS/SUPR will monitor utilization to ensure that funding is used to pay staff salaries, benefits, facility and administrative costs. In addition, as DHS Secretary Grace B. Hou indicated in her 4/27 letter, providers should apply for Paycheck Protection Program (PPP) funding in order to help the state maximize federal resources. Each of these letters are available at <http://www.dhs.state.il.us/page.aspx?item=123240>.

Please note that for those organizations with federal discretionary funds, SAMHSA will permit grantees to continue to charge salaries and benefits to currently active awards. In addition, grantees can continue to charge facility and administrative costs such as occupancy, insurance, taxes, and utilities. This Federal guidance is also being applied to state expense-based grants.

Please follow the instructions specified below as it applies to the type of funding and reimbursement received by your organization:

Fixed-Rate Grants and IDHS/SUPR Funded Medicaid Fee-For-Service: Please continue to submit billing information. IDHS/SUPR will make grant payments equal to "average monthly billing x reimbursement rate." As stated previously, the portion of the grant payment not supported by service billing will need to be expended for staff salaries, benefits, facility and administrative costs. For those organizations that submit billing using DARTS Software, IDHS/SUPR is currently examining average monthly billing to determine the funding amount for services and retention. Please note that when billing is complete for fiscal year FY2020, IDHS/SUPR will reconcile the average monthly billing amount disbursed to you during this time period against any actual service billing for the same time period. If overpayment is indicated, it will be reduced from future billing.



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Expense-Based Grants (Substance Abuse Block Grant Funds): Please continue to submit Monthly Expenditure Payment Vouchers (MEPV). An additional form is also required to indicate the amount of funding for retention as IDHS/SUPR has been notified that Block Grant funds cannot be used to make retention payments. Therefore, IDHS/SUPR will make this reimbursement using General Revenue Funds. An “Addendum to IDHS/SUPR Monthly Expenditure Payment Voucher” form will be sent to any organization billing in this manner.

Expense-Based Federal Discretionary Grants: IDHS/SUPR will continue to make payments for federal discretionary expense-based grants according to [SAMHSA guidance](#) and as specified above.

If you have any questions or need further information contact your contract manager or send an email to the IDHS/SUPR Help Desk, DoIT.SUPRHelp@Illinois.gov.

Thank you again for all you are doing to keep people safe during these unprecedented times. For DHS specific information about coronavirus, visit <http://dhs.illinois.gov/coronavirus> and for statewide information on coronavirus, visit <http://CoronaVirus.Illinois.Gov>.

Sincerely,

Danielle L. Kirby

Director

Division of Substance Use Prevention and Recovery (SUPR)