



JB Pritzker, Governor

Grace B. Hou, Secretary

Division of Substance Use Prevention and Recovery
401 S. Clinton, 2nd Floor • Chicago, Illinois 60607

April 13, 2020

Update To “Request for Information” Form

The Illinois Department of Human Services /Division of Substance Use Prevention and Recovery (IDHS/SUPR) greatly appreciates your ongoing commitment to provide substance use disorder treatment and intervention services during the COVID-19 pandemic.

At this time, we want to extend additional support for your efforts to provide services via telehealth and to keep your patients and staff safe. Your organization was recently sent a “Request for Information” form relative to contract funds for the remainder of state fiscal year 2020. Please use this form to include the projected or incurred cost of any telehealth equipment and any personal protective equipment (PPE) such as gloves, face masks, soap, disinfectants, towels needed to support services during the COVID-19 Disaster Proclamation. The following definitions from 2 CFR 200 may be helpful with identification and documentation of these expenses:

2 CFR 200-Definitions: Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also §§200.20 Computing devices and 200.33 Equipment.

Please separate the expenses for supplies and equipment on the form. The amended form reflecting the additional expenses should be submitted to your contract manager no later than April 17, 2020. Questions should be directed to your contract manager.

Once again, thank you for your continued commitment to serving our most vulnerable patients/residents during this very challenging time.

Sincerely,

Danielle L. Kirby
Director