

# American Rescue Plan Act (ARPA)

## Residential Care / Assisted Living Facility Operator Reimbursement

### Frequently Asked Questions

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#### **How do I obtain reimbursement?**

Qualifying operators of Missouri residential care facilities and assisted living centers licensed with the Missouri Department of Health and Senior Services (DHSS) must submit an application to request reimbursement through the State of Missouri's American Rescue Plan Act (APRA) Portal located at <https://moarpa.mo.gov/>.

- After submission, DHSS will review all information and supporting documentation.
- DHSS may contact operators to clarify information or request missing information.
- Once the application and supporting documentation are approved by DHSS, a contract will be issued to the operator for signature and returned to the DHSS.
  - Operators will receive a copy of the fully executed contract.
- Payments will be processed and issued by the Missouri Office of Administration after the contract is signed by both parties and is considered fully executed.

#### **Do I have to create an account in the ARPA Portal?**

Yes, operators must register in the MO ARPA portal. Please see the MO DHSS Licensed Residential Care / Assisted Living Facility Operator Reimbursement [Application Checklist](#), linked under the “Operators of Residential Care / Assisted Living Facilities” grant program listing.

#### **What expenses qualify for reimbursement through the ARPA funds?**

Operators of Missouri residential care facilities and assisted living centers licensed with DHSS may seek reimbursement for expenses incurred and/or business interruption costs directly related to preparing, preventing, and responding to the COVID-19 pandemic. Expenses must have been incurred between April 1, 2021 and March 31, 2022.

- Expenses eligible for reimbursement include:
- Payroll costs
- Training and orientation
- Operational supplies

#### **What expenses are applicable for each reimbursement category?**

- Payroll costs – an increase in payroll paid directly to staff or a staffing agency include:
  - Wage rate increases
  - Overtime pay
  - Bonuses – sign-on and retention
- Training and orientation
  - Staff orientation
  - Disease prevention and response training
  - Software training
  - Other trainings that supported the facility
- Operational supplies
  - Personal protective equipment
  - Cleaning supplies
  - Sanitation company services
  - Software used in tracking COVID-related information
  - Employee incentives (i.e., gift cards, etc.)
  - Employee background check fees
  - Appliances
  - Visitation aids (i.e., tablets for virtual visits; physical barrier equipment, such as Plexiglas for in-person visits; etc.)
  - Portable fans, air cleaners, filtration systems, etc.
  - Other items that supported the facility

## **What documentation is required for each reimbursement category?**

- Payroll costs, *required supporting documentation*:
  - Direct Pay
    - Missouri Division of Employment Security, Quarterly Contribution and Wage Report (MODES-04) for calendar quarter 1 of 2020 and all eligible quarters for which an increase in expenses occurred and reimbursement is being requested
      - Quarter 1 of calendar year 2020 (January 1, 2020 – March 31, 2020)
      - Quarters 2—4 of calendar year 2021 (April 1, 2021 – December 31, 2021)
      - Quarter 1 of calendar year 2022 (January 1, 2022 – March 31, 2022)
  - Staffing Agency
    - Paid staffing agency invoice(s)
- Training and orientation, *required supporting documentation*:
  - Paid vendor invoice(s)
- Operational supplies, *required supporting documentation*:
  - Paid vendor invoice(s)

## **My company owns multiple facilities, am I required to submit an application for each facility or one application for all being operated by my company?**

Operators who own multiple facilities should submit one application for all of the facilities they own/operate.

## **How do I know how much my operation is eligible to receive in reimbursements through this opportunity?**

Operators of residential care facilities and assisted living facilities licensed by DHSS on April 1, 2021 are eligible to receive reimbursement. The facility's licensed bed total on record with DHSS as of March 31, 2022, multiplied by \$348 equals the total maximum reimbursement for that facility. Operators with multiple facilities will submit one application for the total reimbursement maximum for all combined. Reimbursement will only be issued up to an operator's maximum allocated amount while funding is available.

## **What format is acceptable for submitting supporting documents in the portal?**

doc, docx, pdf, xls, xlsx, jpeg, jpg, bmp, gif and png

## **What timeframe is considered pre-COVID, for the purpose of documentation, to show an increase in payroll costs paid direct to employees?**

For the purpose of documentation to show an increase in payroll costs, operators must submit the Missouri Division of Employment Security, Quarterly Contribution and Wage Report (MODES-04) for the first calendar quarter of 2020 (January 1, 2020 – March 31, 2020).

## **Why is there a gap between the timeframe considered pre-COVID for the payroll costs reimbursement category and the reimbursement period of April 1, 2021 to March 31, 2022?**

This ARPA funding is not allowed to be used for any COVID-related expenses that occurred before March 3, 2021. Since the reimbursement period is post state of emergency declaration, the first calendar quarter of 2020 represents pre-pandemic circumstances and serves as the baseline to document change.

## **How do I determine the total amount I can request for payroll paid directly to staff?**

Payroll increases should be determined by using the operator's Missouri Division of Employment Security, Quarterly Contribution and Wage Report (MODES-04) forms. Compare the Total Wages Paid (box 4) figure from calendar quarter 1 of 2020 to the Total Wages Paid (box 4) from each eligible calendar quarter (quarters 2-4 of 2021 and quarter 1 of 2022). If there was an increase from 2020 to the applicable quarters, figure the difference/increase by subtracting the quarter 1 2020 total wages paid amount from the affected quarter – see example below. The difference from each quarter should then be added together and entered as the total amount requested for direct payroll on the application.

- Example of increase calculation:  
 Quarter 2 of 2021 Total Wages Paid = \$7,500  
 Quarter 1 of 2020 Total Wages Paid = \$5,525  
 Increase (i.e., reimbursable amount) = \$1,975

MISSOURI DIV. OF EMPLOYMENT SECURITY  
 UNEMPLOYMENT INSURANCE TAX  
 573-751-1995

**QUARTERLY CONTRIBUTION  
 AND WAGE REPORT**

File online at [uinteract.labor.mo.gov](http://uinteract.labor.mo.gov)

EAU4

1. EMPLOYER NAME AND ADDRESS

2. MO EMPLOYER ACCOUNT NO.	YEAR	AUDIT (DO NOT USE)
3. CALENDAR QUARTER		Date Paid
1st <input type="text"/>	2nd <input type="text"/>	3rd <input type="text"/>
4th <input type="text"/>		
MUST HAVE AMOUNTS IN 4, 5, & 6, EVEN IF ZERO		
4. TOTAL WAGES PAID	<input type="text"/>	

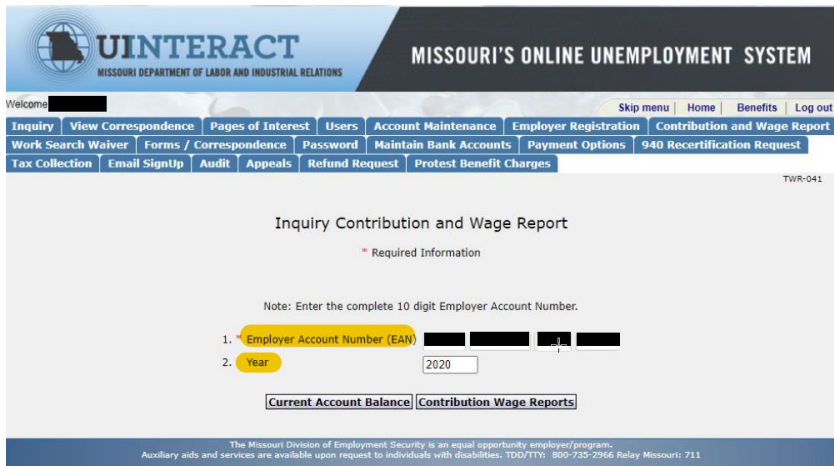
**Can I view and print my Quarterly Contribution and Wage Report (MODES-04) forms online?**

To view tax reports and wages already filed go to <https://uinteract.labor.mo.gov/benefits/home.do> and follow the below steps:

- Select Inquiry >Tax Inquiry >Employer Contribution and Wage Reports



- Enter account number and year requesting



- This screen shows the total wages reported for each quarter and the year. Ctrl P will print the report summary.

Employer Name	[REDACTED]				
CDS Vendor Name	N/A				
Trade Name/Client Name	[REDACTED]				
Unit Status	ACTV				
Status Effective Date	07/30/2018				
Current Contribution Rate	2.376%				

	1/2020	2/2020	3/2020	4/2020	Total 2020
<b>Wages (\$)</b>					
Total	13,908.85	15,396.08	13,490.21	17,103.39	59,898.53
Wages paid in excess of \$ 11,500.00	0.00	6,304.93	13,490.21	17,103.39	36,898.53
Taxable	13,908.85	9,091.15	0.00	0.00	23,000.00
<b>Due (\$)</b>					
Contributions	330.47	216.01	0.00	0.00	546.48
Contribution Interest	0.00	0.00	0.00	0.00	0.00
Penalties	0.00	0.00	0.00	0.00	0.00
Fraud Penalty	0.00	0.00	0.00	0.00	0.00
Federal Assessment	0.00	0.00	0.00	0.00	0.00
Interest on Federal Asmnt	0.00	0.00	0.00	0.00	0.00
Credit Instrument	0.00	0.00	0.00	0.00	0.00
Interest on Credit Inst	0.00	0.00	0.00	0.00	0.00
<b>Total Due</b>	<b>330.47</b>	<b>216.01</b>	<b>0.00</b>	<b>0.00</b>	<b>546.48</b>
<b>Paid (\$)</b>					
Contributions	330.47	216.01	0.00	0.00	546.48
Contribution Interest	0.00	0.00	0.00	0.00	0.00
Penalties	0.00	0.00	0.00	0.00	0.00
Fraud Penalty	0.00	0.00	0.00	0.00	0.00
Federal Assessment	0.00	0.00	0.00	0.00	0.00
Interest on Federal Asmnt	0.00	0.00	0.00	0.00	0.00
Credit Instrument	0.00	0.00	0.00	0.00	0.00
Interest on Credit Inst	0.00	0.00	0.00	0.00	0.00
<b>Total Paid</b>	<b>330.47</b>	<b>216.01</b>	<b>0.00</b>	<b>0.00</b>	<b>546.48</b>
<b>Balance (\$)</b>					
Contributions	0.00	0.00	0.00	0.00	0.00
Contribution Interest	0.00	0.00	0.00	0.00	0.00
Penalties	0.00	0.00	0.00	0.00	0.00
Fraud Penalty	0.00	0.00	0.00	0.00	0.00
Federal Assessment	0.00	0.00	0.00	0.00	0.00
Interest on Federal Asmnt	0.00	0.00	0.00	0.00	0.00
Credit Instrument	0.00	0.00	0.00	0.00	0.00
Interest on Credit Inst	0.00	0.00	0.00	0.00	0.00
<b>Total Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<a href="#">Contribution Reports</a>	<a href="#">Contribution Reports</a>	<a href="#">Contribution Reports</a>	<a href="#">Contribution Reports</a>	
	<a href="#">Detailed Wages</a>	<a href="#">Detailed Wages</a>	<a href="#">Detailed Wages</a>	<a href="#">Detailed Wages</a>	

- To find Wages, click on the hyperlink "Detailed Wages" under the quarter and year needed. You may select the hyperlink below, "here", or Ctrl P to print the wages.

Inquiry Detailed Wages						
Employer Account Number(EAN)	[REDACTED]					
Employer Name	[REDACTED]					
CDS Vendor Name	N/A					
Trade Name/Client Name	[REDACTED]					
Quarter/Year	1/2020					
Mode	Online					
Submitted By	[REDACTED]					
Report Type	Original					
Effective Period	01/01/2020 to 03/31/2020					
Number of Workers	2					
2 items found, displaying all items.						
SSN	First Name	Middle Initial	Last Name	Total Wages(\$)	Multi State	Probationary
***-**-7194	[REDACTED]	[REDACTED]	[REDACTED]	6,745.91		
***-**-2283	[REDACTED]	[REDACTED]	[REDACTED]	7,162.94		
<b>Total Wages</b>				<b>13,908.85</b>		
2 items found, displaying all items.						
Click <a href="#">here</a> to print the worker wages						

**Is tax paid on COVID-19 expenses reimbursable?**

No. Only the cost of the item(s) purchased is reimbursable.

**Will allocation payments be sent out to each qualifying operator automatically?**

No. Allocation payments are not automatic.

### **Why would my reimbursement application be delayed and/or denied?**

- The allotted funding of \$10,000,000 has been full expended. The reimbursement applications are being processed in a first come, first served manner.
- The application was submitted missing required information.
- The application was submitted without the appropriate required supporting documents.
- The operator has not registered as a vendor with the State of Missouri.
- The operator has not supplied DHSS with their Federal Employer ID Number.
- The operator's address on the application does not match the information supplied when registering as a vendor with the State of Missouri.
- The operator is not in good standing with the State of Missouri (i.e., has unpaid taxes or fines; has unmet contract deliverables; etc.)
- The licensed residential care facility or assisted living facility closed before the reimbursement period (on or prior to March 31, 2021).

### **My licensed residential care facility or assisted living facility closed; do I still qualify for reimbursement?**

If the residential care facility or assisted living facility closed before the reimbursement period (on or prior to March 31, 2021), the facility does not qualify for reimbursement.

If the residential care facility or assisted living facility closed on or after April 1, 2021, any qualifying expenses incurred between April 1, 2021 and March 31, 2022 may be submitted for reimbursement. The entity (i.e., LLC, corporation, etc.) that incurred the expenses must still be a valid entity registered and in good standing with the Missouri Secretary of State in order to receive payment.

Additionally, if the residential care facility or assisted living facility closed during the reimbursement period, any expenses incurred after date of closure will not be reimbursed. (*i.e., If ABC Facility closed January 1, 2022, qualifying expenses incurred from April 1, 2021 to January 1, 2022 could qualify for reimbursement*).

### **Is there a checklist available to aid operators in making sure all steps of the application process are complete?**

Yes, the checklist can be found on the Required Forms & Program Application [Instructions](#) page linked under the "Operators of Residential Care / Assisted Living Facilities" grant program listing.

### **How many applications for reimbursement can I submit?**

Qualifying operators may submit up to two applications through this initiative up to the maximum of their reimbursement amount.

### **Do I have to register as a vendor with the State of Missouri?**

Yes, before operators can complete an application for reimbursement, they must register as a vendor with the state's financial system.

To register as a vendor, operators must complete the Vendor Input Form located at [https://oa.mo.gov/sites/default/files/vendor\\_input\\_ach\\_eftd.pdf](https://oa.mo.gov/sites/default/files/vendor_input_ach_eftd.pdf). Completed forms **must** be sent to the Office of Administration by fax at 573-526-9813 or by mail at PO Box 809, Jefferson City, MO 65102. Questions about how to complete the form should be directed to the Office of Administration's Division of Accounting at 573-751-2971.

### **Are there any tips for registering as a vendor with the State of Missouri that will help avoid delays in application and/or payment processing?**

- Be sure to register only the operating entity and not all individual facilities owned by the same company.
- Be sure that the address used in the State's financial system is the same address that will be used as the operator's address on the application and any accounts payable documentation.
- Be sure to complete the ACH-EFT portion of the Vendor Input Form.

**Where and how will payment be sent?**

The State of Missouri reserves the right to make payments to qualifying applicants through electronic funds transfer (EFT). Therefore, prior to any payments being processed, the facility operator must ensure their ACH-EFT payment information is up-to-date in the state's financial system.