



PANDEMIC RECOVERY OFFICE

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Policy for Charging Public Employee Payroll To the Coronavirus Relief Fund

Frequently Asked Questions

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- 1. At the Department of Health, staff are presumptively eligible except for Administrative personnel. Can we charge time-tracked hours spent on the COVID-19 response by administrative personnel to CRF?**

Yes. Administrative personnel are not eligible for the public health and public safety presumption. However, Treasury Guidance provides that CRF may cover payroll and benefits of employees corresponding to time spent on administrative work necessary due to the COVID-19 public health emergency. This includes, but is not limited to, costs related to disbursing payments from CRF funds and managing new grant programs established using CRF funds. In charging this payroll to CRF, a department must take a consistent approach for charging time-tracked employees as described in the *Policy for Charging Public Employee Payroll To the Coronavirus Relief Fund* (“*CRF Payroll Policy*”). The *CRF Payroll Policy* has been amended to clarify the eligibility of administrative work.

In the Department of Health, the Department may use the presumption for employees who are subject to the presumption. For administrative employees, it must time track their work and employee one of the methods for allocating time-tracked personnel outlined in the *CRF Payroll Policy*.

- 2. Is the special time off eligible for CRF? The employees are not using their sick time if they are absent from work due to COVID related needs. The approval is granted by DOA. We budget for normal sick time but did not budget for the COVID time off i.e. PN, CX, work related exposure, time granted for child care issues.**

The expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions is an eligible use of CRF funds. Proper documentation is required to ensure that the leave is to enable compliance with COVID-19 public health precautions.

- 3. If a person was charged 100% to CRF in FY20, are we able to change from the 100% if it is more beneficial for us to do actual hours?**

Agencies may do this, in consultation with the Budget Office. Agencies do not have to go back and change charges made in FY20 in connection with the FY20 closing in August because

Treasury did not issue the guidance about charging 100% vs. charging pro rata until September. However, any charges to payroll going forward for time-tracked employees must abide by the rule of consistently using one methodology for time-tracked employees.

4. Is the administration of homeless state funded programs eligible?

In general, no. The normal operation of state-funded homeless programs is part of the baseline state budget and does not result from the public health emergency. So these normal costs are not CRF eligible.

However, certain homeless related activities would be admissible. For example, time spent developing and administering CRF-funded homelessness programs would be eligible for CRF spending. In addition, time spent developing COVID-19 public health guidance or providing COVID-19 public health technical assistance related to the needs of the homeless population would also be CRF eligible.

5. At the Arts Council our staff has been doing a series of workshops and webinars to help members of the arts community operate during the pandemic. Assume that this kind of community assistance would NOT be covered?

In general, no. However, time spent developing COVID-19 public health guidance or providing COVID-19 public health technical assistance to arts organizations would be eligible. These activities would qualify as time spent “directly attributed to addressing the public health and public safety response effort under the broad categories of public health, public safety, health care, and human services” under the state’s *CRF Payroll Policy*.

6. Can we charge quarantine time to CRF?

The expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions is an eligible use of CRF funds. Proper documentation is required to ensure that the leave is to enable compliance with COVID-19 public health precautions.