

September 6, 2022

Dear Provider:

Your facility qualifies for a payment under the terms of Pennsylvania Act 54 of 2022. This law provides a total of \$26.767 million in federal funding from the American Rescue Plan Act (ARPA) for personal care homes (PCH) and assisted living residences (ALR). ARPA funding must be used for COVID-19-related costs not otherwise reimbursed by federal, state, or other sources of funding. To qualify for the one-time payment, a facility must be in operation as of July 1, 2022.

The Department of Human Services (DHS) recently sent e-mails to PCH and ALRs communicating information about the ARPA one-time payment. The e-mail requested facilities who wanted to receive an Act 54 payment to electronically complete and return an [Act 54 Facility Acceptance Form](https://forms.office.com/g/6TV Cv4fh8B), available at <https://forms.office.com/g/6TV Cv4fh8B>. If you were unable to complete the form electronically, you can **still** complete and return the ARPA Subsidy Acceptance Form for Act 54 of 2022. This form is also available for download on the DHS website at <https://www.dhs.pa.gov/providers/Providers/Pages/Long-Term-Care-Providers.aspx>. If you have completed an acceptance form and submitted it electronically, you do not need to complete another form and send it in to DHS.

Additional information on Act 54, payment amounts, and approved use of this funding will also be available at the [DHS Long -Term Care Providers page](https://www.dhs.pa.gov/providers/Providers/Pages/Long-Term-Care-Providers.aspx).  
<https://www.dhs.pa.gov/providers/Providers/Pages/Long-Term-Care-Providers.aspx>.

The Office of Long-Term Living will process payments in the order in which it receives Act 54 Subsidy Acceptance Forms. Most personal care homes, assisted living residences will receive their payments via check, 30-45 days from the date you return the ARPA Subsidy Acceptance Form. If you have registered as a commonwealth vendor, you may receive the payment via electronic funds transfer if this is your default payment method.

### **Important Reminders about ARPA Funding**

Again, ARPA funding must be used for necessary COVID-19-related costs not otherwise reimbursed by federal, state, or other sources of funding, and per 72 P.S. § 160-C (a)(11) and (12). You must account for the use of this funding at a facility level. That is, each qualifying nursing facility, personal care home, and assisted living residence listed on the DHS website must account for the use of their specified funding amount, even if two or more facilities are part of the same legal entity or physical location. DHS recommends all entities eligible for ARPA funding through Act 54 of 2022 consult their accountants and attorneys for further clarification on the use of and accounting for the funding. Failure to comply with the terms of the Act or DHS requirements may result in the recovery of funding through collection activities or legal action.

Providers will be required to report to DHS on the use of ARPA funding. Details of the reporting requirements, including the timing, format, and mechanism by which to send reports, will be available in coming months. However, providers should expect reporting requirements similar to those in place for previous COVID-19-related funding distributions. This includes, but is not limited to, reporting the amounts used for categories of COVID-19-related expenses like staffing, supplies, training, and information technology needs.

### **Declining or Returning ARPA Funding**

If you choose to decline the funding for which your facility qualifies under the terms of Act 54 of 2022, you may do so by contacting the DHS Office of Long-Term Living, Bureau of Finance at [covidpayments@pa.gov](mailto:covidpayments@pa.gov). Please indicate in your message the name of your facility, you do not wish to accept the funding and your contact information.

If you receive a payment and wish to return it, or to return any portion of the payment that will not be used for eligible COVID-19-related costs, you may do so by sending a check payable to the Pennsylvania Department of Human Services to:

Department of Human Services  
Office of Long-Term Living  
P.O. Box 8025  
Harrisburg PA 17105-8025  
ATTN: Bureau of Finance ARPA Return

You must include your federal tax identification number on the memo line of your check to ensure funds are credited to the correct entity.

DHS appreciates the efforts and sacrifices made by nursing facilities, personal care homes, and assisted living residences during the COVID-19 public health emergency. We hope this ARPA funding provides an additional resource to support the care you offer for your fellow Pennsylvanians in greatest need.