

## Behavioral Health Services (BHS) – Contractor Information Notice

<b>To:</b>	<b>BHS Contracted Service Providers</b>
<b>From:</b>	<b>Behavioral Health Services</b>
<b>Date:</b>	<b>August 26, 2020</b>
<b>Title</b>	<b>Coronavirus 2019 (COVID-19) CARES Act Claiming Requirements</b>

Thank you for your continued commitment to providing quality behavioral health care in this rapidly changing environment. This communication provides additional invoice requirements for COVID-19 related costs.

As part of the federal response and support, the County of San Diego received an allocation of CARES Act funding to be used to address COVID-19 related costs in support of essential services and infrastructure. A portion of CARES Act funding is available to BHS. The BHS Administrative Service Unit is now in the process of compiling all support documentation for COVID-19 related expenses that were invoiced through budget adjustments (not requiring amendments) to claim CARES Act funding.

To accomplish the compilation of the support documentation, BHS is requesting that you follow these instructions:

- For Fiscal Year 2019-2020 COVID-19 costs, please submit all back-up documentation, receipts, timesheets, etc. (grouped and reconciled per invoice month) to [Irma.Delgado@sdcounty.ca.gov](mailto:Irma.Delgado@sdcounty.ca.gov) as soon as possible and no later than September 11, 2020.
- For Fiscal Year 2020-2021 COVID-19 costs, please submit all back-up documentation together with your monthly invoice to [BHS.Claims@sdcounty.ca.gov](mailto:BHS.Claims@sdcounty.ca.gov).

Please ensure the subject line of all email reads: **COVID-19 Backup Documentation**.

Your Contracting Officer's Representative (COR) Team will be reaching out to you with additional details. Guidance for COVID-19 related costs that were/will be made that require an amendment will be sent as updates become available.

More information on COVID-19 can be found on the [County of San Diego COVID-19 webpage](#). Resources and communication specific to BHS contractors can be found on the [COVID-19 BHS Provider Resources webpage](#).

### For More Information:

- Contact your Contracting Officer's Representative (COR) or
- Raul Loyo-Rodriguez, Departmental Budget Manager, Behavioral Health Services, 619-584-5051