



# PROVIDER RELIEF FUND

---

Post-Payment Reporting Requirements

Stakeholder Toolkit

July 1, 2021

# Quick Start Guide

---

<b>Sample Email Content</b>	<a href="#">Page 2</a>
<b>Sample Newsletter Content</b>	<a href="#">Page 3</a>
<b>Reporting Requirements Fact Sheet</b>	<a href="#">Page 4</a>
<b>Social Media Posts</b>	<a href="#">Page 5</a>
<b>Top 5 FAQs</b>	<a href="#">Page 7</a>

This toolkit contains content about the Provider Relief Fund reporting requirements that can be easily shared.

For more information and resources, visit [HHS' Reporting and Auditing webpage](#).

# Sample Email Content

---

**Subject:** Provider Relief Fund Reporting Portal Now Open

The Provider Relief Fund [Reporting Portal](#) is now open for reporting on the use of funds. Providers who received one or more PRF payments exceeding \$10,000, in the aggregate, during a Payment Received Period must come in and report.

Review the updated [Reporting Requirements Notice \(June 11\)](#) and register in the [PRF Reporting Portal](#) (if not yet completed).

For additional assistance, reference the following resources:

- [Register to attend](#) the technical assistance webinar on July 8, 2021 at 3:00pm ET
- [Data Entry Workbook](#)
- [Reporting-specific Frequently Asked Questions \(FAQs\)](#)
- Portal User Guides
  - [Registration Process](#)
  - [Submitting Reporting Information](#)
- Provider Support Line at (866) 569-3522 for TTY dial 711. Hours of operation are 8 a.m. to 10 p.m. CT

On June 11, 2021 the Health Resources and Services Administration (HRSA) released revised reporting requirements for recipients of PRF payments. **Key updates include:**

- The period of availability of funds is based on the date the payment is received (rather than requiring all payments be used by June 30, 2021, regardless of when they were received).
- Recipients are required to report for each Payment Received Period in which they received one or more payments exceeding \$10,000, in the aggregate, (rather than \$10,000 cumulatively across all PRF payments).
- Recipients will have a 90-day period to complete reporting (rather than a 30-day reporting period).
- The reporting requirements are now applicable to recipients of the Nursing Home Infection Control Distribution (formally known as the Skilled Nursing Facility and Nursing Home Infection Control Distribution) in addition to General and other Targeted Distributions.

**Reporting Portal Registration** – The first step in reporting is registration. All providers are encouraged to register in the reporting portal in advance of their relevant Reporting Time Period dates, but must register before reporting. The registration process takes approximately 20 minutes and must be completed in one session.

# Sample Newsletter Content

---

The Provider Relief Fund Reporting Portal is [now open](#) for reporting on use of funds. Recipients of PRF payments should review the [Notice of Reporting Requirements](#) and reporting timeline (revised June 11, 2021).

Providers who received one or more PRF payments exceeding \$10,000, in the aggregate, during the first Payment Received Period must prepare to report on their use of funds no later than September 30, 2021. To get started they must register in the [PRF Reporting Portal](#) (if not yet completed). Technical assistance resources are listed on the [PRF Reporting web page](#) (e.g., updated Frequently Asked Questions, user guides, and more).

Real-time assistance is available by calling the Provider Support Line at (866) 569-3522; for TTY dial 711. Hours of operation are 8 a.m. to 10 p.m. CT, Monday through Friday.

# Reporting Fact Sheet

July 1, 2021



## Provider Relief Fund Post-Payment Reporting Requirements

Provider Relief Fund (PRF) recipients who received one or more payments exceeding, in the aggregate, \$10,000 during a Payment Received Period are required to report as part of the post-payment reporting process.



Review the June 11, 2021 [Notice of Reporting Requirements](#).

### Reporting Portal

The Provider Relief Fund [Reporting Portal](#) is now open for reporting on the use of funds. Providers required to report during Reporting Period 1, have until September 30, 2021 to submit their information in the Portal.

Portal Registration is the first step in reporting and providers are encouraged to register in advance of their designated reporting window. [Click here to register now](#). The registration process will take approximately 20 minutes to complete and must be completed in one session.

### Period of Availability of Funds

The period of availability of funds is based on the date the payment is received. Providers may use payments for eligible expenses, including services rendered and lost revenues, during the period of availability as described in the June 11, 2021 [Post-Payment Notice of Reporting Requirements](#).

### Reporting Time Periods

Recipients who received one or more payments exceeding, in the aggregate, \$10,000 during a Payment Received Period are required to report in each applicable Reporting Window. Reporting must be completed and submitted to HRSA by 11:59 PM ET the last date of the reporting time period.

Period	Payment Received Period (Payments Exceeding \$10,000 in Aggregate Received)	Deadline to Use Funds	Reporting Window
Period 1	April 10, 2020 to June 30, 2020	June 30, 2021	July 1, 2021 to September 30, 2021
Period 2	July 1, 2020 to December 31, 2020	December 31, 2021	January 1, 2022 to March 31, 2022
Period 3	January 1, 2021 to June 30, 2021	June 30, 2022	July 1, 2022 to September 30, 2022
Period 4	July 1, 2021 to December 31, 2021	December 31, 2022	January 1, 2023 to March 31, 2023

### Technical Assistance

HRSA will host a recorded webcast July 8, 2021 at 3 PM ET, on reporting requirements for PRF recipients and interested stakeholders. [Register here](#).

In addition, an on-demand Portal demonstration video tutorial will be made available in July.

Real-time technical assistance is available by calling the Provider Support Line at (866) 569-3522; for TTY dial 711. Hours of operation are 8 a.m. to 10 p.m. Central Time, Monday through Friday.

### Helpful Links

- > [PRF Reporting Webpage](#)
- > [Frequently Asked Questions \(FAQs\)](#)
  - o [Reporting-specific](#)
  - o [Portal-specific](#)
- > [Portal User Guides](#)
  - o [Registration](#)
  - o [Reporting](#)
- > [PRF Payment Terms and Conditions](#)

[Download the fact sheet](#)

# Sample Social Media Content

Please see sample content below for social media posts.

## General Post



@HHS released revised reporting requirements for recipients of #ProviderReliefFund payments on June 11th. Review the updated requirements. [bit.ly/3hcurRe](https://bit.ly/3hcurRe)

## Reporting Portal Launch / Reporting Period 1 (July 1)



The #ProviderReliefFund Reporting Portal is now open! Providers who received payments April 10, 2020 and June 30, 2020 can now enter the Portal and have until September 30, 2021 to submit the required information to @HRSAGov. <https://prfreporting.hrsa.gov>

## Reporting Fact Sheet



Health care providers who received payments from the #ProviderReliefFund may be required to report on use of funds. Learn more about reporting by downloading the @HRSAGov's reporting requirements fact sheet. [bit.ly/3dw1caO](https://bit.ly/3dw1caO)

## Frequently Asked Questions



Questions about @HRSAGov's #ProviderReliefFund reporting requirements? Find answers to most common provider questions about reporting and auditing. [bit.ly/2TmVbq6](https://bit.ly/2TmVbq6)

## Webinar Registration



Received a payment from the #ProviderReliefFund? Questions about the reporting requirements? @HRSAGov is hosting a webinar on July 8, 2021 at 3 pm ET to learn more. Register now! [bit.ly/3dt5HD7](https://bit.ly/3dt5HD7)

# Top 5 Frequently Asked Questions

---

## 1. May providers request an extension on the use of funds beyond the period of availability indicated in the Post-Payment Notice of Reporting Requirements?

No. The updated deadlines to use PRF funds are based on Payment Received Dates. HRSA will not be granting extensions. As a reminder, PRF payments may be used to reimburse allowable expenses and lost revenues within the Period of Availability.

## 2. Are PRF recipients required to report on each payment received separately?

PRF recipients must submit consolidated reports for payments received in each applicable Reporting Time Period. PRF recipients will only be able to register their recipient TIN once in the PRF Reporting Portal and a recipient TIN is able to report once per Reporting Time Period.

## 3. May PRF recipients report on the use of all PRF payments received in calendar year 2020 and 2021 during the initial reporting period (July 1, 2021 – September 30, 2021) if all funds have been used?

During the initial reporting period July 1, 2021 – September 30, 2021, PRF recipients must only report on the use of funds received from April 10, 2020 through June 30, 2020. They will be unable to report on funds received after June 30, 2020 at this time.

## 4. Are providers able to request extensions on submissions of their required reports for any of the required reporting periods?

No. Providers that received one or more payments exceeding \$10,000, in the aggregate, during a Payment Received Period are required to report in each applicable Reporting Time Period. Providers that are required to report and do not submit a completed report by the applicable deadlines will be deemed out of compliance with the program Terms and Conditions and may be subject to recoupment.

## 5. After PRF recipients complete their reporting on the use of funds, will HRSA send a notification that indicates acceptance or agreement with the report?

HRSA will not provide notification that states agreement with reporting. PRF recipients are responsible to maintain supporting documentation for a minimum of 3 years from the date of the final report in accordance with the payment terms and conditions.

Per the §75.361 Retention requirements for records. Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of 3 years from the date of submission of the final expenditure report. One exception to the record retention policy is (a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.