



Department of Human Services
Division of Mental Health and Addiction Services

**DMHAS MHBG COVID-19 Reimbursement
Program Guidance for Contracted Providers
of Mental Health Services**

REVISED due to Funding Extension

OVERVIEW

The Division of Mental Health and Addiction Services (DMHAS) is initiating the MH-COVID-19 reimbursement program for contracted, community-based, non-profit Mental Health providers for eligible pandemic-related expenses. Expenses incurred between February 2, 2023 and August 31, 2025 will be eligible for this program. Funding for this program is provided by the Federal Mental Health Block Grant (MHBG) COVID Mitigation Funding Plan from the Substance Abuse and Mental Health Services Administration (SAMHSA). Block Grant Eligible expenses (described below) must be documented as **new** costs incurred during this time period and **not** already reimbursed through DMHAS contracts or any other federal, state or county relief program.

All claims will require supporting documentation to be reviewed by DMHAS Fiscal staff prior to payment. Further, all claims will be subject to audit and any payments issued that are ultimately deemed to be improper based on a further review of documentation will be recovered.

ELIGIBLE CATEGORY TYPES

The following expenditures qualify for reimbursement for COVID-related expenses:

- 1. Personal Protective Equipment (PPE):**
 - a. Face coverings: Surgical Masks, N95s, cotton masks
 - b. Face Shields
 - c. Gowns
 - d. Gloves
 - e. Goggles

2. Testing Kits and related items:

There are a vast number of rapid test kits already approved by the FDA, called antigen point-of-care tests, which can be found [here](#).

There are 3 types of test kits eligible for reimbursement through this reimbursement program. The first are tests administered at your CLIA waived facility and are designated with an Authorization Setting of "W" on the website link provided above.

The second and third are tests distributed to consumers directly for home testing prior to entering your facility and are designated with an Authorization setting of “H” or “M” on the website provided above.

Testing related allowable expenses include:

- test administration and supplies necessary for administration;
- activities/items to maintain healthy environments, and
- educational materials and printing costs of such materials to address consumer hesitancy regarding testing.

ELIGIBILITY REQUIREMENTS

Eligible entities are existing non-profit DMHAS cost-based and Fee for Service contracted providers of mental health services. County governments under contract with DMHAS are unfortunately **not eligible** for this program, with the exception of contracts that provide direct services.

Eligible expenses must be incurred between February 2, 2023 and August 31, 2025. DMHAS will not reimburse for expenses incurred outside of this window.

DOCUMENTATION REQUIRED TO SUPPORT ELIGIBLE EXPENSES

All purchases/expenditures must provide the following supporting documentation for each reimbursement item:

1. State of New Jersey **Payment Voucher** (attached). This document is for compiling information needed for payment. The following fields must be completed by the provider:
 - Vendor Federal Identification Number;
 - Vendor Name and Address:
 - *Vendors registered with the MMIS should also include their MMIS ID# here, even if it is the same (to avoid lookups);
 - File Transfer Protocol (FTP) location for upload (See below);
 - Signature and Date

Items #1-3 (On Voucher):

- Enter Quantity and Unit of “1”
 - Unit Price: Enter total amount of receipts for each item
 - Each payment voucher has space for three acceptable expenses
 - The Total Row will automatically calculate
2. DMHAS expense tracking form (attached).

3. Documentation (e.g., receipts, invoices, purchase orders) for eligible purchases that demonstrate payment was made.

Agencies will need to submit the above documentation for reimbursement of expenditures incurred between the dates of February 2, 2023 through August 31, 2025. See Submission Process below.

SUBMISSION PROCESS

Whether or not your organization participated in the CRF Program last year, you will require new login credentials approved by DMHAS to submit documents through the SFTP site. Please use this link <https://dmhas.dhs.state.nj.us/events/mhbg/register.aspx> to request unique login credentials for your agency.

All requests for reimbursement (including all required documents noted above) must be submitted through the DMHAS Secure File Transfer Protocol (SFTP) via the following web address: <https://securexfer.dhs.state.nj.us/login>. Each Payment Voucher and all of the aforementioned documentation are to be uploaded as a single PDF document to the folder labeled "MHBG_COVID_Reimburse" at the aforementioned web address.

Current Submission Schedule through March 1, 2023

Date expense incurred	Due date
January 1, 2023 - February 1, 2023	March 1, 2023

Extended Submission Schedule through 2025

Date expense incurred	Due date
February 2, 2023 - March 31, 2023	April 28, 2023
April 1, 2023 – June 30, 2023	July 31, 2023
July 1, 2023 - September 30, 2023	October 31, 2023
October 1, 2023 – December 31, 2023	January 31, 2024
January 1, 2023 - March 31, 2024	April 30, 2024
April 1, 2024 – June 30, 2024	July 31, 2024
July 1, 2024 – September 30, 2024	October 31, 2024
October 1, 2024 – December 31, 2024	January 31, 2025
January 1, 2025 – March 31, 2025	April 30, 2025
April 1, 2025 – June 30, 2025	July 31, 2025
July 1, 2025 – August 31, 2025 (two months)	September 30, 2025

Each provider is currently limited to a maximum reimbursement amount of \$20,000 for each program reimbursement category (i.e., PPE and testing kits). So a provider may be reimbursed for a maximum overall amount of \$20,000 for PPE costs and an additional \$20,000 for testing kit costs.

This initiative will be closed when all funds are expended or by August 31, 2025, whichever comes first. Submissions for expenses incurred after August 31, 2025 may not be considered for reimbursement at this time. Please ensure that submissions are complete and include the Payment Voucher and **all** required supporting documentation.

All questions and inquiries are to be submitted electronically to the following email address: DMHAS-MHBG.CovidReimburse@dhs.nj.gov and a DMHAS representative will reply to your inquiry as soon as possible.