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| COVID-19 Emergency Action PaymentReporting and Payment Schedule April 2020 – June 2020 As at 9 April 2020 | cid:image003.png@01D535AE.0923F230 |
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**Reporting and payment cycle**

1. Confirm emergency measures with Department of Communities and Justice (DCJ) prior to submitting an application.
2. Where emergency measures have been confirmed with DCJ, complete and submit the COVID-19 Emergency Action – Payment Application Form via e-mail to: ACAapproval@facs.nsw.gov.au with a copy to your DCJ Lead Contract Manager, within the next business day. *Retrospective\* applications will be considered on a case-by-case basis.*
3. The Deputy Secretary or representative will confirm in writing whether your application has been approved or not, or where approved if a request to amend one or more of your emergency measures. A decision will be made in writing:
	1. Within 4 hours, where the application was received by DCJ within business hours
	2. The next business day, where the application was received by DCJ outside of business hours
4. Evidence\*\* submitted to DCJ Lead Contract Manager of previous true costs, submitted as soon as available, as or no later than 30 days after commencement of approved emergency measures.
5. DCJ Lead Contract Manager verifies reconciliation costs, completes reporting template and submits these to Central Office for payment, **by the 21st day of each month**.
6. DCJ Central Office review all approved applications / reconciliation costs between the 21st day of each month and up until the end of the applicable month.
7. Approval will be sought from DCJ Executive during the first week of each month.
8. Payment is scheduled to occur on the **second Wednesday** of the following month – subject to Department approval.
9. Updated templates will be sent to Service Providers following each monthly approval process, as applicable.

*\* Extraordinary costs already incurred between the period a pandemic was announced on 11 March 2020 and prior to 1 April 2020.*

*\*\* Refer* ***Appendix*** *(COVID-19 Emergency Action – Payment Application Form) for evidence examples.*

***Table 1: Description of COVID-19 Emergency Action Payment activities and reporting schedule***

| **Activity** | **Re-occurring Schedule**  | **Submission Due to** **February 2020** | **April** **2020** | **May** **2020** | **June** **2020** |
| --- | --- | --- | --- | --- | --- |
| **Service Provider: Submission of Applications** Service providers to submit confirmed estimated costs for upcoming month/s by completing the *COVID-19 Emergency Action - Payment Application Form* | **Within the next business day** | **Central Office:**ACAapprovals@facs.nsw.gov.au Copy to: DCJ Lead Contract Manager  | Various (as applicable) | Various (as applicable) | Various (as applicable) |
| **Service Provider: Evidence of True Costs**Submit evidence\* of true costs (excluding financial contributions from funding, packages / savings from business continuity plans) for emergency measures per child or young person for previous placement month where a *COVID-19 Emergency Action Payment* was applied for, approved and paid by DCJ. \**Refer* ***Appendix*** *for evidence examples.**(DCJ may request further information to support evidence)* | **As soon as available, and no later than within 30 days**  | **DCJ Lead Contract Manager** Copy to Central Office: COVID-19ComplexNeedsPayment@facs.nsw.gov.au | Various (as applicable) | Various (as applicable) | Various (as applicable) |
| **DCJ: Reconciliation Process** DCJ Lead Contract Managers review evidence of true costs and complete the reconciliation section of each applicable reporting template. Submits to Central Office for payment.*(Reconciliation occurs monthly)* | **21st day of each month** *(or next business day if weekend or public holiday)* | **Central Office:** COVID-19ComplexNeedsPayment@facs.nsw.gov.au | Tuesday21 April 2020 | Thursday21 May 2020 | Monday 22 June 2020 |
| **DCJ: Assessment of Applications** Central Office will review all approved applications, including reconciliation of verified true costs from previous month/s as applicable. | **Between 21st day and end of applicable month**  | **Central Office Staff:**Update *COVID-19 Emergency Action Payment Reporting Template per applicable service provider*  | **April applications**:Review by: Friday 1/5/20 | **May****applications**:Review by: Monday 1/6/20 | **June****applications**:Review by: Wednesday 1/7/20 |
| **DCJ: Approval of Applications** *(Seek DCJ Executive level approval for applications received per month)* | **First week of each month** | Briefing Note to:Executive Director, Partnerships  | Approval by:Friday 1/5/20 | Approval by:Friday 5/6/20 | Approval by:Friday 3/7/20 |
| **DCJ: Payment of Approved Applications**(*DCJ will issue a payment advice or notification that applications were not approved)* | **Second Wednesday of each month** | *(Payment = approved applications for upcoming month/s + verified reconciliation true costs*  *from previous month/s)* | Wednesday 13/5/20 | Wednesday10/6/20 | Wednesday 8/7/20 |

***Table 2: Description of monthly payments / recoup for approved applications for COVID-19 Emergency Action***

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| **Month applications are submitted to DCJ**  | **Scheduled Payment Date – subject to Executive approval** | **Payment Description** **(As applicable to eligible Service Providers and subject to costs as approved by DCJ)**  |
| April 2020 | Wednesday 13/5/20 | * Up-front payment (approved estimates) for April 2020 to May 2020 (as applicable) – DCJ approved
 |
| May 2020 | Wednesday 10/6/20 | * April 2020 reconciliation costs – DCJ approved verified true costs
* Up-front payment (approved estimate) for May 2020 to June 2020 (as applicable) – DCJ approved
 |
| June 2020 | Wednesday 8/7/20 | * Outstanding April 2020 reconciliation costs – DCJ approved verified true costs
* May 2020 reconciliation costs – DCJ approved verified true costs
* Up-front payment (approved estimate) for June 2020 and beyond if extended (as applicable) – DCJ approved
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***\*\* All payments are subject to on-time submissions and approval by Department of Communities and Justice. \*\****

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| Information | The fact sheet, *What you need to know about applying for COVID-19 Emergency Action Payment* explains in more detail the responsibilities of service providers, including the reporting and reconciliation due dates.  |