

**Missouri Nursing Facility Strike Team and Infrastructure  
Reimbursement opportunity  
Application Guidance and Frequently Asked Questions  
(Updated June 2023)**

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***Program Background/Purpose***

The intention of this funding is to provide supplemental support to Missouri's skilled nursing, other long term care and other nursing facilities during their response to SARS-CoV-2 infections, and also to build and maintain the infection prevention infrastructure necessary to support resident, visitor, and facility healthcare personnel safety.

This program is supported by the Centers for Disease Control and Prevention (CDC) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award ending May 10, 2024 totaling \$14,994,016 with 100 percent funded by CDC/HHS.

The types of expenditures that will be allowable for reimbursement with these funds are: Payroll Costs, Training, Education, Operation Costs and Supply Costs as listed in this Application Guidance and Frequently Asked Questions. This guidance can be found on the DHSS website for COVID-19 Health Care Professionals under the heading "Information for Long-Term Care Facilities" at the following link: <https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/professionals.php>.

Only facilities that have had allowable expenses that have not been reimbursed by another federal fund source may be eligible to receive funds from this opportunity. Expenditures for activities that were previously paid or reimbursed by federal funds are not eligible for reimbursement through this award.

**What are the changes in the current application guidance from the previous FAQ guidance document?**

After the application period was opened March 1, 2023, the program was made aware of additional federal administrative requirements that impact the implementation of the program. These requirements do not change the eligibility criteria for facilities or the allowable cost categories, but do identify that expenditures for activities that were previously paid or reimbursed by federal funds are not allowed for reimbursement through this award. Also, these federal rules require that the contractor submit an invoice instead of payment being processed directly from the application and supporting documentation. We have taken additional time to understand these requirements more fully and assure fiscal responsibility and accountability within the process, while minimizing the administrative burden as much as possible on potential contractors.

In addition, the program was also advised of a very few additional facilities eligible for this opportunity. This does slightly impact the eligible amount per licensed bed for both skilled nursing facilities (SNF) and long-term care and other nursing facilities (LTC/Other), but the impact is less than a percentage point different in each type of facility. This revised amount is reflected in the section below: "How much is/are my facility(ies) eligible to receive in reimbursements through this opportunity?"

**What is the Missouri Nursing Facility Strike Team and Infrastructure Reimbursement opportunity?**

The Missouri Nursing Facility Strike Team and Infrastructure Reimbursement opportunity is a Missouri Department of Health and Senior Services (DHSS) funding opportunity supported by the Centers for Disease Control and Prevention (CDC) and dedicated to providing monetary and training resources to: 1) Skilled Nursing Facilities and 2) Long-Term Care and Other Nursing Facilities for assistance with COVID-19.

## What facilities are eligible for reimbursement under this opportunity?

Eligible facilities are those long-term care facilities that are licensed by the DHSS Section for Long-Term Care Regulation or are a hospital-based long-term care facility operating under their hospital license. For purposes of this reimbursement opportunity we refer to all of these facilities with the term “licensed facility(ies)” or “eligible facility(ies)”.

## What are considered Other Nursing Facilities?

- Long-Term Care and Other Nursing Facilities (LTC/Other) – LTC/Other includes facilities designated as RCF, RCF\*, ALF, ALF\*\*, and ICF.
- Residential Care Facility (RCF) – Provides 24-hour care and services including assistance with medications and care. May only care for residents who are able to exit the facility unassisted.
- RCF\* (formerly known as RCFII) - Similar to an RCF, provides 24-hour care and services including assistance with medications and care. May only care for residents who are able to exit the facility unassisted.
- Assisted Living Facility (ALF) - Provides 24-hour care and services including assistance with medications and care. May only care for residents who meet the minimal assistance definition OR who are on hospice.
- ALF\*\*- ALF facility that meets the requirements necessary to accept or continue to care for residents with a cognitive or physical impairment that require additional assistance to exit the facility in an emergency, however, do not need placement in a skilled nursing facility. Provides 24-hour care and services including assistance with medications and care. May care for residents across the continuum. Must have individualized evacuation plans in place for persons who require more than minimal assistance to exit the facility. Many have special care units for persons with dementia.
- Intermediate Care Facility (ICF) - Provides 24-hour care and services including assistance with medications and care.
- A hospital-based long-term care facility operating under their hospital license and accepting Medicaid only (i.e. certification category “NF”) is also considered in the Other Nursing Facility category for this opportunity.

## How do I obtain reimbursement?

Qualifying operators of eligible facilities must submit an application and supply supporting documentation to request reimbursement at: <https://app.smartsheet.com/b/form/a979f3239e9947038a9808149466f585>

- After submission, DHSS will review all information and supporting documentation.
- DHSS may contact operators to clarify information or request missing information. **Applicants must reply to DHSS requests for additional information within 14 days or application processing may be delayed or denied.**
- Once the application and supporting documentation are approved by DHSS, a contract will be issued to the operator for signature and returned to the DHSS.
  - Operators will receive a copy of the fully executed contract and an invoice template.
- Operators will then submit an invoice for payment that corresponds to the supporting documentation. Operators must use provided invoice template.
- Payments will be processed and issued by DHSS after the contract is signed by both parties and is considered fully executed, and an invoice is received corresponding to the supporting documentation.

## When can I submit an application for reimbursement?

- Applications will be accepted from March 1, 2023 through August 31, 2023 for expenses incurred between July 1, 2022 and August 31, 2023.

## What expenses qualify for reimbursement through this reimbursement opportunity?

Operators of eligible facilities may seek reimbursement for expenses incurred for costs directly related to preparing, preventing, and responding to the COVID- 19 pandemic. Expenses must be allowable and have been incurred between July 1, 2022 and August 31, 2023. Expenses eligible for reimbursement include:

- Payroll Costs
- Training and Education Costs
- Operational Costs and Supplies

### **What expenses are applicable for each reimbursement category?**

- Payroll Costs – Maintaining adequate personnel has been identified as a known gap or challenge for eligible facilities throughout the response to the COVID-19 pandemic. Therefore, the following are eligible costs:
  - Salary
  - Fringe benefits
  - Overtime expenses
- Training and Education Costs – Maintaining a trained workforce has been identified as a known gap or challenge for eligible facilities throughout the response to the COVID-19 pandemic. Therefore, the following are eligible costs:
  - Infection Prevention training and education for facility staff.
  - Disease prevention and response training.
  - Software training related to COVID-19 response.
- Operational Costs and Supplies – A significant increase in operational and supply costs has been identified as a known gap or challenge for eligible facilities throughout the response to the COVID-19 pandemic. Therefore, the following are eligible costs:
  - Personal protective equipment (PPE)
  - N-95 (or other appropriate respirator) fit testing services and/or supplies.
  - Cleaning supplies
  - Sanitation company services
  - Software used in tracking COVID-19-related information
  - Information Technology tools to facilitate care or infection control evaluations (e.g. purchase laptops, tablets, Telehealth, screening kiosks or apps).
  - Materials and supplies based on identified infection control gaps (e.g. testing materials, isolation kits/carts, etc.) to support COVID-19 efforts for testing and mitigation.
  - Environmental assessments (e.g. air quality assessments, HVAC, etc.).
  - Visitation aids (i.e., tablets for virtual visits; physical barrier materials, such as Plexiglas for in-person visits; etc.)
  - Portable fans, air cleaners, filtration systems, etc.

### **What documentation is required for each reimbursement category?**

- Payroll Costs:
  - Direct Pay documentation such as one or more of the following:
    - Check registers (timesheets must be available for review upon request)
    - Time sheets
    - Pay stubs
    - Other documentation considered with pre-approval. Please contact the DHSS Strike Team at [LTCStrikeTeam@health.mo.gov](mailto:LTCStrikeTeam@health.mo.gov) before applying.
  - Staffing Agency
    - Paid staffing agency invoice(s)
- Training and Education Costs
  - Itemized Paid vendor invoice(s) specifying COVID-19 spending
- Operational Costs and Supplies
  - Itemized Paid vendor invoice(s) specifying COVID-19 spending (Note: Clarification from previous guidance: Purchase orders and unpaid invoices are not considered paid vendor invoices)

### **My company owns multiple facilities, am I required to submit an application for each facility or am I able to submit one application for all facilities being operated by my company?**

Operators who own multiple eligible facilities should submit only one application that includes all of the facilities they own/operate.

### **How much is/are my facility(ies) eligible to receive in reimbursements through this opportunity?**

Eligible facilities licensed on July 1, 2022 or later are eligible to apply for reimbursement through this reimbursement opportunity. The total maximum reimbursement for each eligible facility is based on licensed bed capacity with DHSS on July 1, 2022. (Note: Previous guidance included slightly different amounts. Operators that have already applied will have their eligible amount adjusted by the program and do not need to do anything to reflect this change. New applicants should use the per-bed amounts below to determine eligible amounts for application.) Eligible amounts by facility can be found on the DHSS website for COVID-19 Health Care Professionals under the heading “Information for Long-Term Care Facilities” at the following link: <https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/professionals.php>.

- Skilled Nursing Facilities are eligible for up to \$134.32 per licensed bed.
- Long-Term Care and Other Nursing Facilities are eligible for up to \$248.77 per licensed bed.

If a facility becomes licensed after July 1, 2022, reimbursement eligibility will be based on bed count capacity at time of licensing and the eligible amount of reimbursement will be based on availability of funds. If this situation arises, please contact the DHSS Strike Team at [LTCStrikeTeam@health.mo.gov](mailto:LTCStrikeTeam@health.mo.gov) before applying.

### **Why are the different types of facilities eligible for different amounts per licensed bed?**

This opportunity is funded by a grant from the CDC with a total approved budget of approximately \$7.4 Million for the skilled nursing facilities category and \$7.3 Million for the long-term care and other nursing facilities category. Because the approved amount budgeted in each category is very similar but there are many more licensed SNF beds statewide, the amount available in that category *per bed* is lower.

### **What format is acceptable for submitting supporting documents in the application?**

.jpg, .png, .gif, .pdf, .docx, .pptx, .xlsx

File upload is limited to ten (10) documents.

### **The application system limits the number of files that can be uploaded to 10. What if I need to submit more files? For example, what if I have several locations that are operated under one Federal ID number.**

Do not submit more than one application even if you have more than 10 files to upload. If this situation arises, please contact the DHSS Strike Team at [LTCStrikeTeam@health.mo.gov](mailto:LTCStrikeTeam@health.mo.gov) before applying if you need assistance. Combining electronic files will be the typical action necessary.

### **Will allocation payments be sent out to each qualifying operator automatically?**

No. Allocation payments are not automatic. Operators must apply through online application to be considered for reimbursement.

### **How many applications for reimbursement can I submit?**

Qualifying operators may submit one application per active application period. Operators who own multiple eligible facilities should submit only one application that includes all of the facilities they own/operate. Notice will be provided if additional application periods are opened.

### **Do I have to register as a vendor with the State of Missouri?**

Yes, before operators can complete an application for reimbursement, they must register as a vendor with the state’s financial system. **A contract cannot be issued nor an invoice paid, to an otherwise qualifying operator, if the operator is not registered as a vendor with the State of Missouri.** The vendor name and address used in registering must be the same used in the application for reimbursement. To register as a vendor, visit <https://missouribuys.mo.gov/registration>.

**Are there any tips for registering as a vendor with the State of Missouri that will help avoid delays in application and/or payment processing?**

- Register only the operating entity and not all individual facilities owned by the same company.
- Ensure that the address used in the State’s financial system is the same address that will be used as the operator’s address on the application.

**Is there anything else I need to register to receive payment?**

Yes, operators must certify they are enrolled and will continue to participate in the E-Verify federal work authorization program and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services. This certification does not have to occur before applying for this funding opportunity, but must be completed (or documentation must be already on file with Missouri) prior to a contract being executed. You can learn more about the federal program at <http://www.uscis.gov/e-verify>. You can check your enrollment status or register in E-Verify at <https://www.e-verify.gov/employers/enrolling-in-e-verify>. If you need additional guidance, email E-Verify support at [E-Verify@uscis.dhs.gov](mailto:E-Verify@uscis.dhs.gov).

**Where and how will payment be sent?**

The State of Missouri reserves the right to make payments to qualifying applicants through electronic funds transfer (EFT). Therefore, prior to any payments being processed, the facility operator must ensure their ACH-EFT payment information is up-to-date in the state’s financial system.

**Why would my reimbursement application be delayed and/or denied?**

- The application was submitted missing required information or a request for additional information was not responded to timely.
- The application was submitted without the appropriate required supporting documents.
- The operator has not registered as a vendor with the State of Missouri.
- The operator’s address on the application does not match the information supplied when registering as a vendor with the State of Missouri in MissouriBUYS.
- The operator is not in good standing with the State of Missouri (i.e., has unpaid taxes or fines; has unmet contract deliverables; etc.)
- The facility closed before the reimbursement period (on or prior to July 1, 2022).

**My facility closed; do I still qualify for reimbursement?**

If the skilled nursing or long-term care/other facility closed before the reimbursement period (on or prior to June 30, 2022), the facility does not qualify for reimbursement.

If the skilled nursing or long-term care/other facility closed on or after July 1, 2022, any qualifying expenses incurred between July 1, 2022 and the closure date may be submitted for reimbursement. The entity (i.e., LLC, corporation, etc.) that incurred the expenses must still be a valid entity registered and in good standing with the Missouri Secretary of State in order to receive payment.

**Does my Assisted Living Facility or Residential Care Facility qualify if we submitted an application to the ALC/RCF reimbursement opportunity?**

It is possible to be eligible for both opportunities. Under the American Rescue Plan Act (ARPA) 2021 reimbursement opportunity for operators of residential care / assisted living facilities, those operators may seek reimbursement for expenses incurred and/or business interruption costs directly related to preparing, preventing, and responding to the COVID-19 pandemic. Expenses must have been incurred between April 1, 2021 and March 31, 2022. Additional details are found here: <https://moarpa.mo.gov/available-funding-opportunities/>.

**Is there a checklist available to aid operators in making sure all steps of the application process are complete?**

Yes, the application checklist can be found at the end of the FAQ document.

**Who do I contact if I have questions about eligible expenses or need assistance in completing the application?**

Email the DHSS Strike Team at [LTCStrikeTeam@health.mo.gov](mailto:LTCStrikeTeam@health.mo.gov).

# Missouri Nursing Facility Strike Team and Infrastructure Reimbursement opportunity Application Checklist

Eligible facilities licensed on July 1, 2022 or later are eligible to apply for reimbursement through this reimbursement opportunity. The total maximum reimbursement for each eligible facility is based on licensed bed capacity with DHSS on July 1, 2022.

- Skilled Nursing Facilities are eligible for up to \$134.32 per licensed bed.
- Long-Term Care and Other Nursing Facilities are eligible for up to \$248.77 per licensed bed.

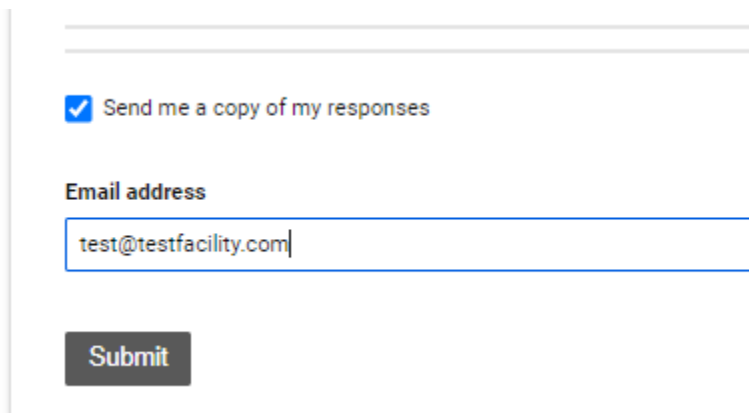
Operators with multiple facilities should submit one application for the total reimbursement maximum for all facilities combined.

## **BEFORE COMPLETING AN APPLICATION**

1. Operators **must** be registered as a vendor with the State of Missouri.
  - a. If not already registered, visit <https://missouribuys.mo.gov/registration>. The address used in registering as a vendor **must** be the same address used on the reimbursement application..
  - b. *Be sure to register only the operating entity and not all individual facilities owned by the same company.*
2. Review Missouri Nursing Facility Strike Team and Infrastructure Reimbursement opportunity Frequently Asked Questions, shown above.
3. Determine maximum amount of reimbursement applicant is eligible to receive based on Missouri Nursing Facility Strike Team and Infrastructure Reimbursement opportunity Eligible Facilities document. Eligible amounts by facility can be found on the DHSS website for COVID-19 Health Care Professionals under the heading “Information for Long-Term Care Facilities” at the following link: <https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/professionals.php>.
4. Ensure you have all information and required documentation ready for submission before starting application. You cannot save progress and return at a later time to complete.

## **APPLYING FOR REIMBURSEMENT**

1. Complete online application found at <https://app.smartsheet.com/b/form/a979f3239e9947038a9808149466f585>
2. Upload supporting expense documentation via application prior to submission.
3. Check the box “Send me a copy of my responses.” Enter your email address.



The screenshot shows a portion of a web form. At the top, there are two horizontal lines representing input fields. Below them is a checkbox with a blue checkmark and the text "Send me a copy of my responses". Underneath is the label "Email address" followed by a text input field containing the email address "test@testfacility.com". At the bottom of the form is a dark grey button with the word "Submit" in white text.

4. Save a copy of submitted application from email.
5. Click “Submit” to submit your application.

## **AFTER SUBMISSION**

1. DHSS will review the application and supporting documentation.
  - a. If the application is not complete, DHSS will contact the operator's authorized representative via the email provided on the application.
  - b. Upon application approval, DHSS will issue a Missouri Nursing Facility Strike Team and Infrastructure Reimbursement opportunity contract for the operator's authorized representative to sign and return.
2. Operator will review and sign the Missouri Nursing Facility Strike Team and Infrastructure Reimbursement opportunity Contract and return an electronic copy to [Procurement@health.mo.gov](mailto:Procurement@health.mo.gov) or mail to DHSS Division of Administration, Attention: Procurement Services, PO Box 570, Jefferson City, MO 65102-0570. To avoid processing delays, electronic submission is preferred.
3. DHSS will execute the Missouri Nursing Facility Strike Team and Infrastructure Reimbursement opportunity Contract.
4. Operators will then submit an invoice for payment that corresponds to the supporting documentation. Operators must use provided invoice template.
5. DHSS will process the reimbursement for payment to the operator.

For questions, please review our FAQs or contact us via email at [LTCStrikeTeam@health.mo.gov](mailto:LTCStrikeTeam@health.mo.gov).

This program is supported by the Centers for Disease Control and Prevention (CDC) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance reimbursement opportunity ending May 10, 2024 and totaling \$14,994,016 with 100 percent funded by CDC/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by CDC/HHS, or the U.S. Government.