

Checklist for completing the COVID-19 Emergency Action Payment process



Communities
& Justice

Funded contract management | Checklist

9 April 2020

About this checklist

This checklist describes to service providers the reporting requirements for applying and completing the *COVID-19 Emergency Action Payment process*.

Support and assistance

If you have any further questions about submitting the *COVID-19 Emergency Action – Payment Application Form*, please contact your DCJ contract manager (listed in the Partner portal).

For further assistance or to discuss the payment process, contact the COVID-19 Emergency Action Payment Team via: COVID-19ComplexNeedsPayment@fac.s.nsw.gov.au



Activity – Estimated Costs for upcoming month

Have discussed emergency COVID-19 needs with DCJ for each eligible CYP in care

Have submitted the *COVID-19 Emergency Action – Payment Application Form*, where applicable, of estimated costs for upcoming month/s via e-mail to DCJ via: ACAApprovals@fac.s.nsw.gov.au with a copy to the DCJ Lead Contract Manager, **within the next business day** following a COVID-19 related emergency action taken.

Have submitted, where applicable, the *COVID-19 Emergency Action – Payment Application Form*, for extraordinary costs incurred between the period a pandemic was announced by the World Health Organisation on 11 March 2020 and prior to 1 April 2020. This has been sent via e-mail to DCJ via e-mail to DCJ via: ACAApprovals@fac.s.nsw.gov.au with a copy to the DCJ Lead Contract Manager.



Activity – Estimated Costs for upcoming month

Have filled in only all of the relevant sections of the *COVID-19 Emergency Action – Payment Application Form*.

Have not filled in the section on the *COVID-19 Emergency Action – Payment Application Form* titled 'To be completed by DCJ'.



Activity – Evidence of True Costs

Have submitted evidence* of true costs (excluding financial contributions from PSP packages / savings from business continuity plans) to DCJ Lead Contract Manager **within 30 days of commencement of emergency costs**. *Refer Appendix for evidence examples

Have submitted **copy** of evidence to Central Office via e-mail to:
COVID-19ComplexNeedsPayment@facns.nsw.gov.au mailbox for approved payments



Activity – Payment

Where applications are approved, have received a Payment Advice e-mail from Central Office



Activity – Reporting Template received

Have received from DCJ Lead Contract Manager the updated *COVID-19 Emergency Action Payment Reporting Template* following approved payment