

**Subject:** FW: FSF Alert #43-21- COV19 Program Codes and American Rescue Plan (ARP) - Expenditures related to Coronavirus – Additional Guidance

**Sent:** Monday, June 7, 2021 3:37 PM

**Subject:** FSF Alert #43-21- COV19 Program Codes and American Rescue Plan (ARP) - Expenditures related to Coronavirus – Additional Guidance

**Attention FSF Coordinators:**

Please read the following alert immediately and forward to those in your organization who need the information:

| <b>FSF Alert #43-21</b> |   | <b>06/07/21</b> |
|-------------------------|---|-----------------|
| <b>TITLE:</b>           | COV19 Program Codes and American Rescue Plan (ARP) - Expenditures related to Coronavirus – <b>Additional Guidance</b>   |                 |
| <b>ALERT:</b>           | <p>All coding for expenditures related to Coronavirus are required to include Program Code. This will enable analysis, projection and consolidation of costs related to the virus. Program codes are being used to identify qualifying transactions for CRF, CARES, <b>ARP</b> and other pandemic related funds.</p> <p>Organizations are instructed to use Program Code COV19 for CRF and CARE purchases and Program Code ARP21 for ARP purchases.</p> <p>Organizations are instructed to use the following Program Codes for payroll expenditures:</p> <ul style="list-style-type: none"><li>• COV19 for additional hours worked in support of COVID-19 activities</li><li>• ARP21 payroll costs supporting American Rescue Plan activities, <b>except for emergency and sick leave</b></li><li>• COVPL for Paid Emergency Leave</li><li>• COVFS for Federal Sick Leave</li><li>• COVVD for Vaccine Distribution</li></ul> <p><b>Note:</b> The COV19 and ARP21 Program codes may not be used for normal payroll expenditures.</p> <p><i>Please note these instructions are subject to change based on information received from the Federal Government.</i></p> |                 |
| <b>REFERENCE:</b>       | If you have any questions, please contact the FSF Service Desk at <a href="mailto:FSF_ServiceDesk@delaware.gov">FSF_ServiceDesk@delaware.gov</a> or 302-526-5600 (prompt #2).   |                 |

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