



## Important New Information from HHS on Emergency Fund Grants

We wanted to share with you an update from our DC advocacy team John McManus (The McManus Group) and Tracy Spicer (Avenue Solutions) with respect to release of additional funds from the Public Health and Social Service Emergency Fund. As you recall, the initial \$30 billion tranche was released two weeks ago; HHS has commenced releasing an additional \$20 billion in grant funds for a total of \$50 billion of the initial \$100 billion earmarked for this fund.

The process for this is **not automatic** and requires you to submit an application; HHS has a link to a [user guide](#) on the home page of the Payment Portal that will help walk you through the process. To save time, below is a step-by-step summary of how to apply. These grants are to be distributed on a rolling, first-come, first-served basis – it is important for you to apply expeditiously.

1. Access the COVID-19 grant portal at: <https://covid19.linkhealth.com/docuSign/#/step/1>
2. You must initially attest to receipt of the first tranche of money if you have not done so. You will need:
  - a. Your EIN
  - b. The last six digits of the account to which the money was deposited (or the check number if paid by check)
  - c. The precise (to the penny!) amount of the deposit
3. You will be asked to verify your e-mail address and will be sent a one-time password to continue
4. The application will require the following in addition to address information:
  - a. Your federal tax classification; the graphic below illustrates the various choices along with the forms and data you will need – **this is from your 2018 federal tax return:**

Federal Tax Classification:	Provide:	From:	On IRS Form:	Upload IRS Form:
Sole Proprietor/Disregarded Entity (LLC)	Gross receipts or Sales	Box 1	1040, Schedule C	1040 and Schedule C
C Corporation	Gross receipts or Sales	Box 1a	1120	1120
S Corporation	Gross receipts or Sales	Box 1a	1120-S	1120-S
Partnership	Gross receipts or Sales	Box 1a	1065	1065
Trust	Gross receipts or Sales	Box 1	1040, Schedule C	1041 and Schedule C
Tax-Exempt Organization	Program Service Revenue	Box 9	990	990

- b. Your Medicare or Medicaid ID
      - i. Your Medicare number can be looked up from the PECOS system at <https://pecos.cms.hhs.gov>
      - ii. Your Medicaid ID is issued by your state
5. You will be asked to fill out a section with respect to your revenue
  - a. The fields are dynamic and will vary based on your selection above
  - b. Enter the data found in the box indicated above on the designated form
  - c. You will then upload the form
6. The subsequent section will ask for you to attest to your lost revenue for March 2020 and your projected lost revenue for April 2020
  - a. HHS has not indicated by what mechanism this will be audited, although we can be fairly certain that at some point, there will be some type of audit.
  - b. LUGPA urges members to be as accurate as possible but not overstate losses
7. Attest and sign the document

If you have the requisite information in hand, the process is extremely rapid.

We'll continue to keep you apprised of developments as they unfold.

Respectfully submitted,



Deepak A. Kapoor, MD  
Chairman, Health Policy



Gary Kirsh, MD  
Chairman, Political Affairs

LUGPA  
875 N. Michigan Avenue, Suite 3100  
Chicago, IL 60611  
(312) 794-7790 | [info@lugpa.org](mailto:info@lugpa.org)

