

# HVSA FY24 Contract Budget Adjustment Concrete Goods and Workforce Incentives

FAQs –12/7/23

## Contract Budget Adjustments

**Q: If my budget is going from one fund streams to two streams, will we need to budget and track separately?**

**A:** In regard to the Budget Adjustment, this will depend upon whether funding streams (e.g., MIECHV, TANF, DCA/i502, GFS) are being added to your contract. If you are receiving additional funds in existing funding streams, you will track those new dollars within your current methods of backup documentation. If you are adding a new GFS funding stream (e.g., never received GFS funds before in any enhancement or expansion), you will see additional payment points on your A-19 invoice and this will require distinct fiscal tracking; please work with your DCYF program specialist for clarifications. Concrete Goods Funds are new fund streams and must be tracked separately from other funding streams.

**Q: With the GSF state adjustments would we continue to get these dollars in future years, or should we work under the assumption this is just for this year and we wait to see for future what we get?**

**A: Yes.** Programs should assume these funds will be added to your ongoing annual contract allocation going forward in future years. In regard to the Concrete Goods Funds, these are one-time adjustments that will not be added to your ongoing contract base allocation.

**Q: Would we be able to use GFS maintenance funds for management support that is not covered through TANF (or DCA/i502 or MIECHV)?**

**A: Yes,** the contract increase using GFS funds may be used to support your entire contract statement of work; additions to MIECHV dollars must support your MIECHV caseload; additions to the GFS dollars may support your entire caseload (including MIECHV, TANF, DCA/i502 and GFS).

**Q: We are waiting for approval on our indirect rate. May we use the proposed rate in the budget?**

**A:** No, you may only use the indirect rate for which you have approved documentation to support. Once your new indirect rate is established, we will work with you to amend your contract (and budget) to account for the new indirect rate.

## Concrete Goods – Invoicing and Timelines

**Q: Are we invoicing concrete goods and workforce incentives separately from existing funding, or is this allocation being added to existing funding/budget lines?**

**A:** Concrete goods and workforce incentives will be separate payment points/funding, and you will see additional payment points on your A-19 invoice labeled "State Concrete Goods", "State Concrete Goods Admin", and Workforce payment points (either MIECHV, GFS or both) if applicable; these will require distinct fiscal tracking and reporting updates in the PSRS starting with your Q3 Progress Report.



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**Q: Do concrete goods funds follow the same indirect rate as other funds?**

**A:** The allowable indirect rate for the concrete goods is 10% of the direct expenses you incur for concrete goods.

**Q: Do agencies have to front the purchases and then get reimbursed?**

**A:** Yes, these funds work similarly to other contract expenses, with reimbursement for actual, documented expenses.

**Q: For concrete goods funds, do supplies need to be purchased or distributed by the end of the term?**

**A:** For the FY24 Concrete Goods Funds, all supplies must be purchased prior to June 30 with intent to use during the current fiscal year.

**Q: What is the timeline to spend the Concrete Goods funding? Does it have to all be spent this year?**

**A:** The concrete goods and workforce incentives funds must be spent by June 30, 2024.

## **Concrete Goods: Who is eligible?**

**Q: Can we use these funds to support caseload of non-state funded families?**

**A:** No, only DCYF/HVSA Home Visiting funded families may be supported with Concrete Goods Funds. All families on your DCYF Home Visiting caseload who are funded with state or MIECHV dollars may be supported with the State Concrete Goods funds; this includes GFS, DCA/i502, TANF, and MIECHV families.

**Q: Can we support TANF families with concrete goods funding?**

**A:** Yes

**Q: I heard that all families in programs qualify, but if we have some that are not low income (qualify in other ways) can we use program discretion to decide who gets support based on need or should we plan to do the same support for all program participants?**

**A:** Due to the funding source requirement, families must be low-income to qualify, You can determine what low-income is in order to support families in need of these supplies. Your program will need to establish a rationale and process (which may be a policy and associated procedure) for using these funds for emergency supplies, and grocery cards and how your program will distribute them to families.

**Q: Is there going to be parity in providing these same supports to non-HVSA-funded HV participants?**

**A:** No

## **Concrete Goods: What is allowable?**

**Q: What is allowable to spend concrete goods funding?**

**A:** Purchase and distribution of emergency supplies and grocery gift cards is allowable. These funds must be used to support family's concrete needs.

**Q: What is considered concrete good or emergency supply?**

**A:** The following items are listed in the HVSA Special Session Introduction to Rescue and Workforce incentive slide deck which can be found **here**. Emergency items can include the following items: grocery gift cards, gas gift cards, other gift cards, transportation (bus passes/tickets/Uber/Lyft), diaper packages, diapering supplies, baby/post-partum supplies, cleaning supplies, personal hygiene, clothing items, household items, employment assistance items (food handlers certification, uniform, etc.). Please contact your DCYF program specialist and/or HV inbox with any questions about allowable concrete goods purchases.

**Q: Can we use these funds for PPE?**

**A:** No, PPE is not allowable for these funds.

**Q: Can programs use concrete goods dollars to purchase in-home COVID-19 testing kits (for families or home visitors)?**

**A:** Concrete goods funds may not be used to purchase at-home test kits for families.

**Q: Can one-time concrete goods dollars be used for items such as car seats, pack-n-plays, heaters, coats, or diaper bags?**

**A:** Yes, concrete goods funds may be used to purchase these items for families.

**Q: Can we use these funds for thermometers for families?**

**A:** No, concrete goods funds may not be used on thermometers.

**Q: Can these funds be used to buy gas cards, Uber/Lyft rides or other forms of public transportation for participants struggling in that area (in order to access services, etc.)?**

**A:** Yes, these funds may be used on these transportation access items.

**Q: What is considered an urgent need? If a nurse notices something needed by the family during a visit, can she buy it and get reimbursed?**

**A:** Home visitors should follow your organization's protocol for staff purchasing supplies, which may include prior approval. If an urgent need arises, any purchase made by home visitors must align with agency policies and procedures; however, medical supplies are not an allowable expense.

**Q: Is it allowable to offer VISA cards to clients (instead of prepaid grocery cards or gas cards)?**

**A:** While VISA gift cards **may** be used as part of the emergency supplies, these are considered income and may impact client benefits status; use of grocery gift cards is a preferred option. LIAs should utilize the same approach to consider reasonableness (amounts) of these gift cards and the same guidance around intended use and limitation of the gift cards apply for VISA cards. It is not allowable to offer cash to clients in lieu of prepaid grocery or gas cards. Just a reminder that these funds may not be used to support rent or utilities.

## **Concrete Goods: What is NOT allowable?**

**Q: What is specifically not allowable?**

**A:** Grocery gift cards may not be used to purchase firearms, alcohol, lottery tickets, or tobacco. Programs are asked to have families sign attestations that they will not use the cards for these purchases or to purchase grocery cards that restrict purchasing.

**Q: Can we use these funds to support home visitors with technology needed for virtual visits?**

**A:** No, use of these funds may not support purchase of technology for either families or home visitors to support virtual visits, as was in the past.

**Q: May concrete goods dollars be used to incentivize program participation?**

**A:** No, the intent of these funds are to support your family's needs.

**Q: Can we tie supplies like grocery cards to client engagement? For example, can we give a \$50 grocery card if client participates in X number of visits in a time period?**

**A:** No. Grocery cards should be provided to enrolled low-income families based on their need. Organizations should follow their processes and/or procedures for purchase and distribution of gift cards.

**Q: Can funds be used for activity kits to drop off and allow families to keep so we don't have to pick up and extensively clean in between families?**

**A:** No. Activity kits for families are allowable as part of your typical budgeted funds home visiting supplies. Funds for emergency supplies should be used to meet the needs of low-income families.

**Q: Can we use these funds for storage of emergency supplies?**

**A:** No.

**Q: Can these funds be used to cover client rent or utility bills?**

**A:** No, other state and federal relief funds are available to support families with these expenses.

**Q: Can we use these funds to train staff?**

**A:** No, staff training is not an allowable expense with these funds.

**Q: Can we use these funds to support staff working remotely (e.g., supplies)?**

**A:** No, these funds may be used only for supplies to support families

**Q: Can these funds be used for CPR classes for parents and pay for the trainer and cards?**

**A:** Yes, these funds may be used for needs around employment access (i.e., food handlers, certification, uniform, etc.).

## **Grocery Gift Cards**

**Q: Would it be possible for DCYF to purchase grocery cards for the LIA's?**

**A:** No

**Q: We have been providing grocery gift cards to families (Kroger, Walmart, Target). Our finance department informed us that anyone who receives 600 dollars in a year would be required to complete a 1099 form for taxes.**

**A:** According to our source documents, grocery gift cards are not considered income by DSHS; VISA cards are considered income. Your finance department of course needs to make its own determination, but we would encourage them to source that information before issuing a 1099.

**Q: For groceries, do we have to give aid in the form of gift cards or can we purchase groceries ourselves as needed?**

**A:** Programs may use prepaid grocery cards or purchase groceries for families.

**Q: If we have grocers that do not sell those products that not allowed for purchase with grocery gift cards, is that sufficient? Do we still need them to sign an attestation?**

**A:** For our documentation, please have all families who receive the pre-paid grocery cards sign the attestation. A best practice for compliance with the use of prepaid grocery cards is to obtain a signed statement by the enrolled family acknowledging and agreeing to the purpose(s) of and restrictions on prepaid grocery card use. DCYF does not require, nor does it encourage, recipients to collect further usage information (such as receipts) from enrolled families. Please connect with your DCYF program specialist for additional information or examples.

## **Reporting**

**Q: Will you want dollar amounts spent each quarter in the PSRS or just the information on how many families received what?**

**A:** You will track dollar amounts for invoices but not for the quarterly reporting in the PSRS.

**Q: Do I report when they are handed out or purchased?**

**A:** For the concrete goods funding, you will report the dollars spent each month in your monthly A-19 invoice with documentation; in your PSRS Quarterly Progress Report, you will report details on how many unduplicated families received these supplies, describe your rationale for items purchased, how you distributed the supplies, and specify the number of items that were distributed by type in the quarterly progress reports, beginning with.

## **Workforce Incentives**

**Q: Who is eligible to receive an Incentive?**

**A:** Must meet the following requirements:

- Must be a Home Visitor or a Supervisor
- Must be currently employed by one of the DCYF funded LIAs.
- Must have started employment at one of the DCYF funded LIAs on or before May 11, 2023

**Q: Are retired staff eligible for incentives?**

**A:** Staff must be employed at time of staff list submission, due to funding constraints. In paying out, there is no issue with Option A (DCYF distributes) and for Option B (LIA distributes), agency must be able to get payment out to the retired staff member.

**Q: How will staff be given incentives?**

**A:** The LIA may choose between Option A (DCYF distributes) and Option B (LIA distributes).

- Option A: DCYF issues the funds directly to approved staff, will require staff to register for a State Vendor Number (SVN) if they do not already have one.
- Option B: the funds will be added to the contract to be issued to staff, or to be used in the manner as approved by DCYF.

**Q: If our home visiting program is partially funded by HVSA funds and partially funded by non-HVSA funds, do we get to choose either option A or B?**

**A:** LIAs are allowed to choose contract payment or direct DCYF payment regardless of staff being HVSA or non-HVSA funded.

**Q: If we provide bonuses to staff as the incentive, what documentation will you accept to support invoicing?**

**A:** LIAs will need to show payroll documentation of the completed payment to the eligible staff member. This can be submitted with the monthly invoice of when the expense occurred. Please contact your DCYF program specialist for further information as needed.

**Q: If we selected the option for DCYF to issue workforce incentives for staff, what are the next steps?**

**A:** LIAs will need to complete the template sent in an email in mid-December. The second tab of the template requests LIAs to list eligible staff based on the eligibility criteria listed above. When you have completed both tabs, please return the completed template to your DCYF program specialist and the HV inbox ([dcyf.homevisiting@dcyf.wa.gov](mailto:dcyf.homevisiting@dcyf.wa.gov)). The workforce incentive amount will be added into the contract amendment occurring in late-December, early January. The contract amendment will generate a new A-19 which will include a new pay point specific to the Workforce Incentive with the allocated amount. LIAs will expense DCYF for the Workforce Incentive paid to the eligible staff on the invoice in the month that it occurs (between January 1 – June 30, 2024). Please contact your DCYF program specialist and/or HV inbox with additional questions about this process.

**Q: Are other staff included in this round of workforce incentive payments?**

**A:** No, due to budget limitations, we are unable to offer this opportunity to other staff members at this time. We encourage you to look for other sources of funding for parity.

**Q: How much will I receive?**

**A:** We currently do not have an amount ready to be shared. Everyone who is approved will receive the same amount, which will be shared once all the staff lists are processed, and an accurate number will be available.

**Q: What is the timeline for these funds?**

**A:** LIA Budget Adjustment Request sheets should be submitted as soon as possible, with January 3, 2024 as the latest possible date – please contact your DCYF program specialist for any concerns about this timeline.

It will require three weeks to process staff lists and to provide amount to be awarded.

- Option A (DCYF Distributes payment)
  - Week 1-2: DCYF will contact staff directly to provide information and support regarding registering for a Statewide Vendor Number (SVN) and start to send out invoices (A-19s).
  - Week 3-8: DCYF will send out remaining invoices and process them as they are submitted. Direct payments will be received by staff within 30 days of submitting their A-19.
- Option B (LIA Distributes payment)
  - Week 1-: Your DCYF Program Specialist will connect with you to start the amendment process. Once the amendment is approved and executed, you may utilize the Workforce Incentive Funds.

**Q: Is this taxable income?**

**A:** Yes.

- For Option A, the payment is pre-tax so the staff will have to pay taxes on it. Staff will need to **register as a Vendor Payee** in Washington State, if they have not done so already. This application will have you fill out a W-9 IRS tax form. You will be paid the pre-tax amount. During tax season, you will get a 1000-MISC form and when you file your taxes, you will need to report this payment as income. Please visit the IRS site **here** for further tax questions.
- For Option B, the payment will be added through the organization's payroll and staff will be taxed accordingly.

**Q: Can an agency opt-out of this funding?**

**A:** Yes, you may opt-out by indicating this on the LIA Budget Increase Request sheet.

**Q: Option A (DCYF payment): can staff receive their payment via Direct Deposit?**

**A:** Yes, staff will need to fill out the **Direct Deposit Authorization form**, if they have not done so already.

**Q: Option B (LIA payment): would agencies have to front the money and then invoice DCYF?**

**A:** Yes, you would follow regular DCYF invoice standards for these funds.

**Q: Option B (LIA payment): is there a deadline for when agencies would need to spend these funds?**

**A:** Yes, agencies would need to spend and invoice for these funds by the end of State Fiscal Year 2024 – June 30, 2024.