

## **Action Required** **Two Weeks Left to Report or Funds Must Be Returned**

We are contacting you again as our records indicate your organization has not submitted a report regarding Provider Relief Fund (PRF) payment(s) received between April 10 and June 30, 2020. You have been identified as a provider who is required to submit a report during Reporting Period 1. **Our records indicate your organization started but has not submitted a final report as of October 29, 2021 and is currently out of compliance with the Terms and Conditions for receipt of payment.**

**You will not be able to submit a report after November 30, 2021. You will be required to return all funds to be compliant with Reporting Period 1.**

A [60-day grace period](#) is currently in effect for providers who failed to meet the Reporting Period 1 deadline. The grace period allows providers to come into compliance with PRF reporting requirements. The grace period will end November 30, 2021 at 11:59 pm ET. Please complete your report in the PRF Reporting Portal by this deadline.

By keeping your PRF payment(s), you attested to [Terms and Conditions](#) which includes a requirement to report on the use of the payment(s) in order to comply with the legal requirements of the CARES Act, which establishes that recipients of PRF payment must submit reports and maintain relevant documentation.<sup>1</sup>

### **What happens if I don't meet the November 30<sup>th</sup> deadline?**

Non-compliant providers who fail to submit a completed report by the end of the 60-day grace period on November 30, 2021, will be subject to further enforcement actions such as repayment or exclusion from receiving and/or retaining future PRF payments – including any applicable Phase 4/ARP Rural payments.

### **Next Steps**

Providers with outstanding reporting requirements should go to the [PRF Reporting Portal](#) and submit their report on use of funds no later than November 30, 2021 at 11:59 pm ET, at which point you will be deemed in compliance with the reporting requirement outlined in the Terms and Conditions.

After submitting your report, your organization should return any unused funds by December 30, 2021. For more information on returning all or a portion of your payments via ACH or check, visit the [PRF Reporting Portal](#) or refer to the new [Returning Funds Fact Sheet](#) for more details and instructions on returning funds to HRSA.

### **Where can I find my payment information?**

Please check your banking records or ask your accountant. If you received your PRF payment by Automated Clearing House (ACH) deposit, the addenda description will include \*HHS.GOV\*866-569-3522. The ACH settlement date is the day of the deposit.

If you received and deposited a paper check, you will need the exact payment amount and the check number to register in the Reporting Portal.

### **More Information**

Several resources are also available to assist with submitting a report, including:

- [Lost Revenues Guide](#)
- Learn the purpose of [patient metrics](#) and how they help to measure the impact of PRF funds on various provider types
- Understand [audit requirements](#) for federal, non-federal, and commercial organizations
- Learn what a parent organization is and how to complete [parent subsidiary reporting](#)

For questions on reporting or how to return unused funds, you may call the Provider Support Line at (866) 569-3522, for TTY dial 711. Hours of operation are 8 a.m. to 10 p.m. CT, Monday through Friday.