

Emergency Expense Reporting – Frequently Asked Questions

This Frequently Asked Questions (FAQ) document provides answers to common questions about the Emergency Expense Reporting process. It is intended for recipients of emergency advance funding including service provider agencies, direct contracted home sharing providers, direct funding standard agents, and person-centred societies, and builds on the information provided in the *Interim Guidance – COVID-19 Emergency Expense Reporting*.

The deadline to submit EER Forms to CLBC at CLBC.COVID19Reports@gov.bc.ca is November 20th, 2020.

What is the *Emergency Expense Reporting (EER) Form* and why do I need to complete it?

The *EER Form* is the tool by which CLBC will gather information about how emergency advance funding (EAF) provided to recipients between April 1, 2020 – August 31, 2020 has been used. This information will inform CLBC’s financial accounting and reporting process, fulfilling the requirement to report on the use of EAF as was communicated at the onset of the EAF program.

What do I need to report on?

See table below for a summary explanation. For more detailed information, please refer to the instructions embedded in the *EER Form* (see tab at left).

Service Providers, Person Centred Societies (including Microboards) and Direct Funded Standard Agents	Direct Contracted Home Sharing Providers
<ul style="list-style-type: none"> • The <i>EER Form</i> you received will already have the amount of funding you received entered • You will need to confirm the amount of funding spent for staffing / services • You do not have to submit receipts with your <i>EER Form</i>, but you will need to keep them in case CLBC requests them 	<ul style="list-style-type: none"> • You only need to complete the <i>EER Form</i> if you received EAF other than the flat rate based on GSA or the \$375/month when an individual temporarily left a home share to live with family. Refer to page 8 of the CLBC Emergency Advance Funding – Foundations • You do not have to submit receipts with your <i>EER Form</i>, but you will need to keep them in case CLBC requests them

When is the deadline by which I need to submit the form?

The deadline to submit the *EER Form* to CLBC at CLBC.COVID19Reports@gov.bc.ca is **November 20, 2020**.

Please do not submit the EER form to your CLBC analyst. CLBC's Finance team at Head Office will be receiving and compiling the information from the *EER Forms*.

Where can I get help to complete the *Emergency Expense Reporting Form* if I have questions?

There are detailed instructions in the *EER Form* to help you complete it. There is also a [short video here](#) that provides tips on how to complete the EER form. If after viewing these materials you are having difficulties with completing the form, please refer to the table below for who to contact.

When sending an email for help, please use the subject line, "*Requesting help for EER Completion*".

Who Contacts Whom for Help Completing the <i>EER Form</i>		
Service Provider Agencies, Direct Contracted Home Sharing Providers	Person Centred Societies (including Microboards)	Direct Funded Standard Agents
Email: CLBC.COVID19Reports@gov.bc.ca	Email: info@velacanada.org or CLBC.COVID19Reports@gov.bc.ca	Email: CLBCACCOUNTS@gov.bc.ca

What is Vela's role?

Some Person-Centred Societies (PCS) worked with Vela on their request for emergency funding. For the EER process, Vela is an option for PCSs to contact if they require help with completing the *EER Form*; PCSs also have the option of contacting CLBC.COVID19Reports@gov.bc.ca for help.

How do I get another copy of the *EER Form*?

You will have received a copy of the *EER Form* along with these FAQs and the *Interim Guidance – COVID-19 Emergency Expense Reporting* by email. If you require the form and/or materials again, please contact CLBC.COVID19Reports@gov.bc.ca.

What happens after I submit the *EER Form*?

The *Interim Guidance – COVID-19 Emergency Expense Reporting* provides guidance and detailed information on the steps involved in the EER process. Please contact CLBC at CLBC.COVID19Reports@gov.bc.ca with any additional questions.

How do I complete the column about how many individuals were served?

There are instructions in the EER form on how to complete this column.

Please refer Section C, Step 2 in the instructions for examples to help you complete this column.

How do I know what columns or cells to complete in the *EER form*?

Any columns where there is an asterisk (*) **and** where you had expenses will need to be completed.

Any cells you need to complete will be highlighted in pink. As you enter information, you also may notice that other cells become highlighted in pink to prompt you to complete additional information.

You can also enter information into any cells that are yellow.

What if I don't have a GST number? Can I still be reimbursed for GST?

If you do not have a GST number, you can still be covered for these costs by entering the total amount of the COVID-19 eligible emergency funding expense - including the GST - in the Total Expenditures column.