

October 22, 2020

RE: Updates and reminders about the B.C. Temporary Pandemic Pay Program Claim Process

Dear Service Provider:

The submission period for the B.C. Temporary Pandemic Pay Program (TPP) is nearly complete and ends on October 31, 2020.

This communication is intended to ensure broad awareness on key updates and to remind employers/providers of their responsibilities under the program. Further details are provided in the FAQ that accompanies this memo.

Payroll Expenses	
Item 1	Funding will be provided to offset employer payroll expenses, including the Employer Health Tax, WorkSafe BC, Canada Pension Plan and Employment Insurance. The funding will be based on 10.1% of the eligible TPP claim value [see FAQs for more details].
Item 2	The funding to offset payroll expenses will be calculated by the Province based on the eligible TPP claim value and should not be included in a submission. Any claims that include these employer costs may be returned for revision and delay the payout. If you have already submitted a claim that includes these employer costs, and they are clearly discernable in the claim, the Province will endeavor to correct the eligible claim amount and proceed to issue the payment. <u>Do not submit a new claim</u> unless you are specifically asked to do so [see FAQ for details about process].
Deadlines, Reminders & Clarifications	
Item 3	Reminder that submissions will be accepted from September 14, 2020 to October 31, 2020 – while funding will continue to be disbursed beyond October, claims submitted after the deadline may not be processed.
Item 4	Funds that were claimed, but could not to be distributed to employees due to retirement or resignation must be returned to the Ministry of Finance as soon as possible or by January 31, 2021 to ensure compliance [see FAQs for details on how to remit unused funding].
Item 5	Clarification that overtime hours are eligible under the program, as well as hours worked over a stat holiday – just not the premium. “Straight-time” was used as a way to convey that the TPP was a flat-rate.
Item 6	Lead contractors must coordinate to submit staff hours on behalf of their eligible subcontractors. They must ensure that submitted hours by subcontractors meet all of the eligibility criteria requirements, and that they are responsible for accurately forwarding the subcontractor’s portion of the funding to them for distribution to employees.

Item 7	There have been questions asking if there will be changes to eligibility criteria or length of TPP program – while the Province has a number of initiatives to support people in response to the pandemic, there are currently no plans to expand or extend the B.C. TPP program.
Employer/Provider Responsibilities	
Item 8	<p>As funds are now being disbursed to employers/providers, there is an expectation that they must:</p> <ul style="list-style-type: none"> • ensure the funds are accurately distributed to their eligible employees and subcontractors as soon as they receive them from the Province. Likely a lump-sum payment on a regular paycheque • make best efforts to provide the pay to eligible employees who have resigned or retired from the organization • address any issues arising from employees. For example, the amount of pandemic pay or the hours that were worked in the 16-week period • ensure TPP funds are not used to reimburse employers for any top-up pay that they independently committed to their employees prior to the announcement of the program on May 7, 2020
Item 9	Addressing employee concerns about the top-up is an employer responsibility as noted above. For example, concerns about differentiated eligibility in facilities where some staff support exclusively privately funded beds. The FAQ has some suggested ways to help employees understand the claim process, the timing for the lump-sum and/or how the amount of top-up was determined.

If you have technical questions, please send them to TemporaryPandemicPay@gov.bc.ca, and be sure to include your folder number and/or funding source, i.e. Interior Health, CLBC, etc.

Thank you for our continued efforts as we process the TPP program funding and for your diligence in getting it to your employees, as well as addressing any questions or concerns they may have.

Regards,



Rob Byers

Assistant Deputy Minister and Executive Financial Officer



Note: *You may receive more than one copy of this letter if you receive funding from multiple provincial sources.*