

September 14, 2020

RE: Update on B.C. Temporary Pandemic Pay Program Claim Process

Dear Service Provider:

Further to our letter dated August 17, 2020, you may now submit a claim to the Ministry of Finance to access B.C.'s Temporary Pandemic Pay Program (TPP) funding to disburse to your eligible employees.

As previously outlined, your organization may have multiple provincial funders, but service providers will complete only **one claim form** that will include information for **all** of its provincially funded programs. The online Excel-based template is available as of September 14, 2020 with both a claim form tab and an invoice tab for you to complete and submit for processing.

The Excel template and instructions can be accessed here:

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/temporary-pandemic-pay/tpp-claim-submission>

Once you have entered all applicable information into the claim form and invoice tabs of the template, please send your completed submission to: [pandemicpayclaim@sp2016.sp.gov.bc.ca](mailto:pandemicpayclaim@sp2016.sp.gov.bc.ca)

Submissions will be accepted from **September 14, 2020 to October 31, 2020**. Claims will be processed upon receipt. You are encouraged to submit your claim as soon as possible in order to receive funding in a timely manner.

Once the claim form has been received, it will need to be validated before payments can be processed. Once validation has been completed, the Ministry of Finance will disburse the funding to service providers who will be responsible for:

- ensuring the funds are accurately distributed to their eligible employees (including eligible employees of subcontractors) as soon as they receive them from the Province. Likely as a lump sum payment on a regular paycheck
- making best efforts to provide the pay to eligible employees who have resigned or retired from the organization
- addressing any issues arising from staff with regard to the funding distribution, for example, the amount of pandemic pay or the hours that were worked in the 16-week period
- ensuring TPP funds are not used to reimburse independently determined top-up pay that was guaranteed by employers to staff prior to the announcement of the B.C. Temporary Pandemic Pay program on May 7, 2020



An updated FAQ is attached for your reference and should be consulted for additional clarifications. There will also be an update to the TPP website at: [www.gov.bc.ca/pandemicpay](http://www.gov.bc.ca/pandemicpay).

If you have technical questions on the Excel template, please email [temporarypandemicpay@gov.bc.ca](mailto:temporarypandemicpay@gov.bc.ca). Organizations must indicate their primary funding ministry in the subject line to assist in directing questions appropriately.

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.*