

August 17, 2020

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

Dear Service Provider:

Further to my email of July 24, 2020, I am writing to provide additional information regarding B.C.'s Temporary Pandemic Pay Program (TPP). Provincial funders and the Ministry of Finance are working to ensure eligible employees receive their TPP as quickly as possible. We expect funding to begin flowing to employees in the fall. We recognize that service providers, agencies and employers are under pressure to receive and distribute this pay.

This communication and its attachments have been developed to assist service providers in understanding what they will be required to submit to the Ministry of Finance in order to receive the TPP funding to distribute to eligible employees. To simplify and streamline the claim form process, an online Excel-based template is being created and will be sent to you via a weblink in mid-September. The online template will include a claim form tab and invoice form tab which you will be required to complete and email to a central account for processing. Although your organization may have multiple provincial funders and you may receive an email with the weblink more than once, each service provider will complete only **one claim form** that will include information for **all** of its provincially funded programs.

A sample claim form and invoice form are attached to this email for information purposes only. They are tools to assist you in preparing the information and employee data that will need to be entered into the online forms that will be provided via weblink in mid-September. As you review the sample claim and invoice forms, we encourage you to do so in conjunction with the sample instructions to prepare the information you will be expected to fill in when the weblink to the Excel template is sent. General FAQ's about the TPP program are also included for your reference.

*How will Claim Processing and Validation Work?*

Once the Excel template is made available to you via weblink and you have completed one claim form tab and one invoice form tab with information that includes all of your organizations provincially-funded programs, the information can be emailed to a central account for processing where it will then be validated. The email address will be made available to you in the September communication.

Once the claim form has been validated, 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 as a lump sum payment on a regular paycheque



- 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

If you have any specific question on how TPP may apply to your programs funded by the Ministry of Children and Family Development (MCFD), please email [MCFPGPB@gov.bc.ca](mailto:MCFPGPB@gov.bc.ca).

If you have technical questions on the sample claim, invoice forms and instructions in advance of completing them in September, 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.

Please continue to periodically consult the TPP website at [www.gov.bc.ca/pandemicpay](http://www.gov.bc.ca/pandemicpay) for updates to inform both employees and employers in the coming weeks.

Thank you for your ongoing patience as we work to implement the TPP program.

Regards,

A handwritten signature in black ink, appearing to read "Rob Byers".

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.*