



Commissioner
Jaime Masters

Texas Department of Family and Protective Services

Information Regarding Tracking COVID-19 Expenses

With the state and the nation responding to the COVID-19 (coronavirus) pandemic in a variety of ways, we are incredibly thankful to all our partners for continuing our mission and responsibility to the state and the individuals we serve. The President signed two bills into law passed by Congress that allocate federal administrative and financial resources to government entities, businesses, organizations, and individuals dealing with this event.

DFPS is not responsible for, or providing this assistance, however, we would like to provide some guidance to help our partners track these expenditures and activities in order to seek assistance in the future.

Properly documenting these activities now will strengthen your case and help expedite the application process later for requesting assistance and/or reimbursement from our federal partners or other similar entities. Entities are encouraged to track activities and expenditures that arose as a direct result of preparing for, responding to, or recovering from this event. These are activities or expenditures that you **would not have otherwise incurred** had it not been for the emergency event (coronavirus).

Some of these items and activities include, but are not limited to:

- preparedness meetings, training, and outreach
- employee time dedicated to outreach and education
- employee time for decontamination and sanitation
- additional cleaning and sanitizing supplies
- employee time for quarantined individuals (only those with confirmed cases, excludes self-quarantine)
- over-time expenses for workers offsetting workload requirement due to staff quarantines
- computer equipment or licenses to allow staff to work remotely

- other related costs
- donations or in-kind services received or provided that may be used as a match for assistance grants

For updates and additional information related to federal efforts and support, please visit the following links:

- <https://www.fema.gov/coronavirus>
- <https://m.youtube.com/watch?feature=youtu.be&v=tl11E6Lt5ec>
- <https://tdem.texas.gov/covid-19/>