

American Rescue Plan Reference Guide

Overview:

American Rescue Plan (ARP) Act HRSA MIECHV funds must be used to support parents, children and families enrolled in CHVP MIECHV-funded home visiting programs and/or MIECHV-funded staff. The funds must be used to address the immediate and ongoing needs related to the COVID-19 public health emergency and response. ARP funds should be used to promote health equity by allocating ARP funds to serving high need communities disproportionately impacted by COVID-19, including communities of color.

Funds must only be used to support CHVP MIECHV-funded staff and/or enrolled participants. MIECHV ARP funds can be used in the following funding categories:

- Hazard pay or other staff costs
- Home visitor training
- Technology
- Emergency supplies
- Diaper bank coordination (if practicable)
- Prepaid grocery cards

Below are descriptions of each funding category with examples of approved expenditures for each.

Allowable CHVP MIECHV ARP Funding Categories:

Hazard Pay or other Additional Staff Costs

This funding category includes costs associated with hazard pay and other staff costs related to providing home visits or the administration of MIECHV-funded programs.

Examples of “hazard pay or other additional staff costs”:

- Additional compensation for performing hazardous duty or work involving physical hardship.
- Additional staff costs, such as incentive or overtime pay.
- Costs associated with staff performing grant duties in support of service delivery while teleworking, such as for remote access (monitors, hot spots, data plans, keyboards, webcams, etc.).
- Technology purchases for MIECHV-funded home visitors.
- Outreach for participant retention and recruitment, such as to increase awareness of MIECHV services and referrals.
- Work to support MIECHV centralized/coordinated intake systems.
- Activities to support community engagement.
- Purchase of personal protective equipment (PPE).

Considerations for hazard pay or additional staff costs

- ARP funds cannot be used to support salary costs for staff that are furloughed or reassigned to non-CHVP MIECHV duties.
- Staff technology costs charged to CHVP MIECHV ARP must match time staff spent assigned to the CHVP MIECHV program.

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- Reflective supervision or reflected practice may be allowable if within the scope of the ARP award or when aligned with infant early mental health consultations, consistent with model fidelity, for home visiting staff funded through the MIECHV grant.

Home Visitor Training

This funding category includes costs associated with developing, conducting, and evaluating training for MIECHV-funded home visitors

Training topics might include:

- Best practices for conducting a virtual home visit.
- Emergency preparedness and response planning for families.
- Safely conducting intimate partner violence screenings.
- Safety and planning for families served to improve family outcomes in the CHVP MIECHV benchmark areas.
- Trainings on reflective supervision or reflective practice are allowable as a training cost.

Considerations for home visitor training

- Training costs charged to ARP must be for home visitors supported by CHVP MIECHV funds.
- If the cost is per training and provided to a broader audience (regardless of staff funding source, home visitor status, or number of participant) the training cost should be allocated based on MIECHV-funded home visitors participating.
- Home visitor training does not include training for enrolled families.

Technology

This funding category includes costs associated with acquiring the necessary technological means for supporting enrolled family's participation in the MIECHV program.

Examples of "technology":

- Tablets, laptops, and cell phones to enable MIECHV-funded enrolled families to participate in virtual home visits and address digital access and equity concerns.
- Necessary auxiliary supplies, such as prepaid phone cards and/or data plans, chargers, mobile hot spots to support internet access, and program-specific software.

Considerations for technology costs

- Consider anticipated allowable costs after initial technology purchases, such as additional phone cards and data plans, and replacement items for lost or broken supplies.
- CHVP ARP funds cannot be used for IT-related expenditures, such as infrastructure improvements to systems.
- LIAs should have a comprehensive mechanism for tracking and documenting technology provided to enrolled families.
- Technology purchases for staff will be categorized under "Hazard pay and other staff costs".

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Emergency Supplies

This funding category includes costs associated with emergency supplies for MIECHV enrolled families. Should an LIA choose to budget funds for emergency supplies, local diaper bank coordination is required to the extent possible. Examples of emergency supplies are shown below.

Examples of “emergency supplies”:

- Diapers and diapering supplies, including diaper wipes and diaper cream, necessary to ensure that a child using a diaper is properly cleaned and protected from diaper rash, if diaper bank coordination was not possible.
- Infant formula.
- Food and water.
- Hand soap and hand sanitizer.
- COVID-19 at-home testing kits.
- Personal protective equipment necessary to participate in home visits for both CHVP MIECHV enrolled families and home visitors, including face masks.
- Gas cards, taxi vouchers, or other travel vouchers are allowable to eligible families with the scope of the MIECHV program. Examples include grocery store trips and transportation to attend well-child or pre-or-post natal visits.
- Gift cards for CHVP MIECHV enrolled families to purchase emergency supplies.
- Items not included in the examples above may be proposed by including rationale for why the item qualifies as an emergency supply and how it fits within the ARP Scope of Work.

Diaper Bank Coordination

A diaper bank is an organization that provides free diapers to address diaper needs. Many diaper banks also provide diapering supplies, training pants, menstrual supplies, and adult incontinence supplies. LIAs are required to coordinate with local diaper banks, to the extent possible. Contacts for local diaper banks can be found at the [National Diaper Bank Network](#).

This funding category includes costs associated with providing enrolled families with emergency supplies from diaper banks through reimbursement to, or purchase from, diaper banks, when feasible.

Considerations for coordinating with local diaper banks

LIAs should contact local diaper banks to begin discussion on coordination and anticipated needs. This confirms supplies are available and helps the diaper bank ensure they can obtain the type and quantity of supplies needed to support eligible families. LIAs providing diapers to their families that are unable to work with diaper banks must submit a justification to CHVP. ARP funds may not be used to create a local diaper bank.

Prepaid Grocery Cards

Costs associated with using funding for prepaid grocery cards for enrolled families under the MIECHV program to meet the emergency needs of the family is included in this funding category. LIAs should consider accessibility and other factors affecting enrolled families when determining the most appropriate type of prepaid grocery card for enrolled families and communities.

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Considerations for prepaid grocery card costs:

- The use of prepaid grocery or grocery gift cards necessitate policies and procedures to safeguard against the risk of theft. LIAs must develop policies and procedures to ensure these safeguards.
- Prepaid grocery cards may not be used for unallowable purposes, such as for the purchase of Alcohol, tobacco, cannabis products or firearms.
- Prepaid grocery cards must only be provided to CHVP MIECHV-enrolled families.
- The collection of usage information (such as receipts) from enrolled families is not encouraged or required.

For additional HRSA guidance, please visit the [HRSA](#) website.

Please direct any questions for CHVP Program Consultants regarding ARP fund use to:
chvp-arp@cdph.ca.gov

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CHVP ARP Frequently Asked Questions

Can ARP funds be used between multiple categories?

Yes, the Local Implementing Agencies (LIAs) will identify funding categories in their scope of work (SOW). LIAs should not use funds for categories that were not identified in their SOW once the SOW is approved by CHVP. LIAs cannot transfer funds between funding category line items after the grant budget approval.

Once budgets are approved, may we transfer funds between the six categories?

No. Funds should not be transferred between other funding categories after submission of the SOW and CHVP ARP Category Budget Breakdown Template to CDPH/CHVP.

HRSA allows service delivery as an ARP funding category. Can CHVP ARP funds be used for home visiting service delivery or service expansion?

CHVP ARP funds may not be used for service delivery or service expansion.

Can CHVP ARP funds be used to subsidize rent for enrolled families?

No. Funds must be utilized in accordance with the six funding categories specified above for HRSA MIECHV ARP.

How should CHVP MIECHV-funded LHJs identify home visiting staff and/or enrolled families who should receive ARP-funded items?

For each CHVP funding category chosen, LIAs must develop a needs-based methodology. The methodology must describe the process CHVP MIECHV funded staff and/or CHVP MIECHV enrolled families were identified, prioritized, and the item delivery method.

Does each ARP award need to be budgeted and tracked separately?

HRSA has identified two separate rounds of ARP funds. CHVP ARP Round 1 and Round 2 awards will result in two separate grant amounts with two separate grant numbers. Round 1 and Round 2 awards must be budgeted and tracked separately from each other and separately from MIECHV formula awards, using approved CHVP templates for quarterly reporting and ongoing tracking.

What is the period of performance for ARP awards?

- Round 1 performance period is until September 30, 2023.
- Round 2 performance period is until September 30, 2024.

What are the reporting requirements for ARP funds?

- LIAs will be required to submit quarterly reports, as directed by CDPH/CHVP staff.
- LIAs will submit quarterly reports even if no funds were spent during that quarter.

Should we give technology to families permanently, or loan it?

The LIA may determine if technology will be given to the families or loaned, however costs associated with either option should be considered prior to deciding. In either case, technology acquired may only be distributed to families enrolled in CHVP MIECHV funded programs.

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Does CHVP or HRSA have a list of approved technology?

No.

If LIAs intended to use funds in this category, they must justify their purchases and explain the LIA need in their CHVP ARP Category Breakdown Template and their ARP Monthly Expenditure Tracking logs.

Is there a required limit on amount of emergency supplies provided to enrolled families using ARP funds?

No. Budgeting for emergency supplies should include assessing the types and amounts of supplies based on the needs of your CHVP MIECHV-enrolled families. LIAs will be required to document the methodology used to identify need for CHVP MIECHV-enrolled families.

Is there a dollar limit on the amount when purchasing gift cards, taxi or other travel vouchers?

No. There are no amount restrictions, however they must be purchased for the express uses listed above.

Is there a dollar limit on the amount or restrictions on specific stores when purchasing prepaid grocery cards?

No. There are no restrictions on specific stores or amount of funds on cards.

If the grocery store sells items that are unallowable, such as alcohol, are we able to purchase prepaid grocery cards from that store?

Yes. LIAs must obtain a signed statement by the enrolled families acknowledging and agreeing to the purposes and restrictions on prepaid grocery card use. CHVP will provide a prepared grocery card signed statement template for LIA use.