

American Rescue Plan Act (ARPA) Residential Care / Assisted Living Facility Operator Reimbursement Application Checklist

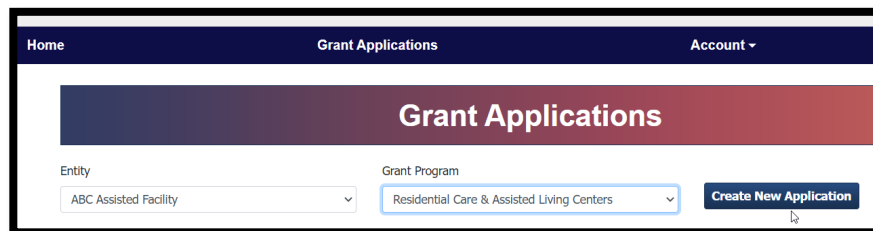
Operators of residential care and assisted living facilities licensed with the Missouri Department of Health and Senior Services (DHSS) on April 1, 2021 are eligible to apply for reimbursement through Missouri’s American Rescue Plan Act (ARPA) State Fiscal Recovery Funds. The facility’s licensed bed total on record with DHSS as of March 31, 2022, multiplied by \$348 equals the total maximum reimbursement for each facility. Operators with multiple facilities will submit one application for the total reimbursement maximum for all combined.

BEFORE COMPLETING AN APPLICATION

1. Operators **must** be registered as a vendor with the State of Missouri and **must** have provided their Federal Employer ID Number (FEIN) to DHSS.
 - a. If not already registered, complete the Vendor Input Form located [here](#). Completed forms **must** be sent to the Office of Administration by fax at 573-526-9813 or by mail to PO Box 809, Jefferson City, MO 65102.
 - b. The address used in registering as a vendor **must** be the same address used on the reimbursement application. *Be sure to register only the operating entity and not all individual facilities owned by the same company.*
 - c. Email registered name and FEIN to LTCARPAReimbursements@health.mo.gov.
2. Review the *American Rescue Plan Act – Missouri’s State Recovery Funds Available Funding Opportunities* – Operators of Residential Care / Assisted Living Facilities.
3. Review [How to Apply for Funding](#).

APPLYING FOR REIMBURSEMENT

1. Create your ARPA Grant Management Portal login and register your entity.
 - a. Review [instructions](#) on how to navigate the ARPA portal.
2. Login to your account on the [ARPA Grants Management Portal](#) to complete and submit your Residential Care & Assisted Living Centers Grant Application.
 - a. Select “Residential Care & Assisted Living Centers” under Grant Program



AFTER SUBMISSION

1. DHSS will review the application and supporting documentation.
 - a. If the application is not complete, DHSS will contact the operator’s authorized representative via the email provided on the Grant Application.
 - b. If the application is complete, DHSS will issue a MO Residential Care/Assisted Living Facility COVID-19 Reimbursement contract and email it for signature to the operator’s authorized representative via the email provided on the Grant Application.
2. Operator will review and sign the MO Residential Care/Assisted Living Facility COVID-19 Reimbursement Contract and return an electronic copy to Procurement@health.mo.gov or mail to DHSS Division of Administration, Attention: Procurement Services, PO Box 570, Jefferson City, MO 65102-0570. To avoid processing delays, electronic submission is preferred.
3. DHSS will execute the MO Residential Care/Assisted Living Facility COVID-19 Reimbursement Contract. DHSS will submit the application to the Office of Administration for payment to the operator.

For questions, please visit our FAQs [here](#) or contact us at LTCARPAReimbursements@health.mo.gov.