

TO: All Business Managers, Budget Analysts, and VISION End Users

CC: Secretaries; Deputy Secretaries; Commissioners; Deputy Commissioners; and Exempt Department Heads

FROM: Adam Greshin, Commissioner of Finance & Management

DATE: March 19, 2020

RE: COVID-19 Cost Tracking; Guidance #2

Supplemental information regarding the initial memo dated March 12, 2020 providing guidance for coding COVID-19 related costs is as follows:

Q&A

Q: If it's possible that costs could be eligible for existing federal funds, should the COVID-19 class code also be used?

A: Yes, if costs may be eligible for existing federal funds and/or any federal funding specific to COVID-19, Departments' existing coding structures should be used in conjunction with the COVID-19 class code of 81000. Any federal funding received specific to the COVID-19 response may be treated as the "payor of last resort" after departments first claim existing and eligible federal funds.

Q: For paygrades 25 and above, if COVID-19 related overtime (OT) is incurred, should it be coded to CASH instead of as COMP OT?

A: We are currently considering this matter and will provide a definitive answer in future guidance.

Q: How should I code my time if I'm eligible for paid leave related to the current agreement reached between the Administration and the VSEA and VTA?

A: The Department of Human Resources will issue specific guidance to affected business offices. There will be a unique time reporting code available for this purpose.

Cash Management Guidance

As a general practice during this time, please ensure that all available federal funds for ongoing operations are being drawn at regular intervals and as available pursuant to Departments' respective CMIA Treasury-State Agreements (TSA).

Please continue to address any chart field questions to John Becker, Director of Statewide Reporting, at john.becker@vermont.gov or 802-828-0678 or the VISION Support Desk at Vision.FinHelpdesk@vermont.gov or 802-828-6700 option 2.