**State Agencies CRF FAQs**

**What documentation is needed for payroll to be reimbursed?**

Pleaseprovide the JVPR1I Doc ID and total on the State CRF Reimbursement form. Also, please include a spreadsheet with calculations as backup.

**Once we receive our signed and approved Budget Request Form, what is our next step?**

The approved Budget Form should be attached to your Operations Plan Revision. Your Operations Plan Revision should be submitted to the Executive Budget Office with the approved APPR and OBJ Class amounts. If you need assistance with your Operations Plan Revision, please contact your assigned analyst at the Executive Budget Office.

**Does my Budget Reimbursement Request Form need to be digitally signed?**

Your Reimbursement Request Form must be digitally signed in order to be processed. The Fiscal Policy and Procedures Manual has acceptable forms of digital signatures. The link to the Fiscal Policy and Procedures Manual is: <https://comptroller.alabama.gov/wp-content/uploads/sites/15/2019/03/FPPM.pdf> . You can also use the digital signature stamp function in Adobe.

**Is there a deadline to make my reimbursement request?**

No, currently there is not a deadline for reimbursement request to be made.

**How should I fill out my JVA?**

Your JVA MUST include the vendor on the vendor line from the initial purchase. Each vendor line should have four accounting lines for each object code. Your cash lines should use posting code A001 to debit to your internal fund and credit Fund 1752. Your OBJ code lines should use posting code D014 to credit to your internal fund and debit Fund 1752.

**How often can my Department make a reimbursement request?**

Reimbursement requests are limited to one request per month.

**Can I claim a loss of revenue on my reimbursement request?**

No. Only expensed items are permitted on your reimbursement request. You must provide your vendor invoice to be approved. Your expensed item must also fall within the original guidance in order to be reimbursed.

**What payroll expenses may my Department claim on my reimbursement request?**

Payroll expenses must have been expensed in the following categories: public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

**What payroll benefits may my Department claim on my reimbursement request?**

Any form of benefit whose calculation is based on pay, such as Social Security or Retirement, may be included in your Department’s reimbursement request. The employee also must fall within the following categories: public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

**Can a Department give their grantees additional grant funds to purchase PPE and then seek reimbursement for the grantees’ expenditures?**

If the Department wants to buy the PPE and disburse the PPE to the grantees, then yes, it would be a reimbursable expense. If the grantees purchase the PPE, the Department cannot seek reimbursement for the grantees’ expenditure.

**Can a Department claim insurance for employees whose payroll is substantially dedicated to mitigating or responding to COVID-19?**

Yes, this would be a reimbursable expense. If you have already submitted your reimbursement form without insurance, please submit a new form with the insurance cost.