
Administration Division

Discontinue Use of COVID-19 Cost Center

To: All Staff

From: Jahantab Siddiqui
Chief Administrative Officer

Effective July 1, 2022, the COVID-19 cost center shall no longer be used to work tag expenditures related to responding to the pandemic.

The COVID-19 cost center was established in March of 2020 to track expense related to the pandemic response for the purposes of subsequently transferring those expenses to a grant and/or seeking federal reimbursement. HCPSS has received more than \$100 million in state and federal relief grants to respond to the impacts of the pandemic. These grants have been utilized to plan and fund varied COVID-19 expenses. Accordingly, COVID-19 response expenses should be charged to the applicable grant budgets utilizing the standard state category and cost center work tags.

If there are any costs currently being charged to the COVID-19 cost center and those costs are not a planned expenditure in one of the grants, then the item should be charged to the appropriate program cost center in the operating budget. In addition, any open purchase requisitions currently charged to the COVID-19 cost center will remain charged to that cost center. The Budget Office will address the transfer of those expenses if needed, during the current fiscal year.

Should a COVID-19 expense arise that was not planned to be covered in a relief grant or if you have any questions regarding this circular, please contact Darin Conforti, Executive Director of Budget.

JS/dc