

# Guidance for Assisted Living Facilities Applying for Provider Relief Payments

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The grants portal through the Ohio Office of Budget and Management is available for Ohio Department of Health (ODH) licensed assisted living facilities to apply for provider relief payments by 5 p.m., May 23, 2022. This funding opportunity has been made available as a result of House Bill 169, signed in December 2021, and Executive Order 2022-01D, signed by Governor Mike DeWine on March 3, 2022. These dollars are intended to help assisted living facilities offset some of the added costs of the COVID-19 pandemic and to support the continued provision of assisted living services.

Below you will find detailed instructions on use as well as Frequently Asked Questions (FAQs) and answers. If inquires cannot be addressed by the FAQs, please e-mail [Provider\\_Inquiry@age.ohio.gov](mailto:Provider_Inquiry@age.ohio.gov) and the team will be glad to further assist on an individual basis.

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## Who is eligible for provider relief funding?

Both Medicaid and non-Medicaid providers who are licensed through the Ohio Department of Health (ODH) are eligible to receive these funds. The facility's licensed assisted living beds must be in an active status with ODH as of February 1, 2022.

## When will the funding application close?

The grants portal will close this application at 5 p.m., May 23, 2022.

## Will funds be disbursed directly to eligible providers or is there a registration process?

Eligible providers must apply through the online grants portal.

## Who in the provider's organization structure should apply?

The application will require each applicant organization to name and supply e-mail information for two individuals:

- 1) Authorized Representative – the main executive of the organization who has the individual authority to accept funds on behalf of the organization; and
- 2) Grant Contact - someone the organization designated to monitor communication related to the application and the organization's pursuit of relief. This individual should be able to answer questions about the application.

*Please note: Applicants can enter the same person for both contacts, if applicable, but the structure of the portal requires two different e-mail addresses.*

### **When will I receive my provider relief funds?**

Once a completed application is approved, you should receive your relief payment via check or direct deposit within three (3) weeks. Form of payment depends on how your Supplier ID is configured. If you need to set up a new Supplier ID, you will be required to set up it up as direct deposit. If you already had a Supplier ID and were set up to be paid by check, you will likely be paid by check unless you update your Supplier ID with direct deposit information.

### **Is there a set amount of funds I could receive?**

Yes. The funds will be allocated based on the total number of ODH licensed beds at each assisted living facility. Each ODH licensed bed is eligible for \$500 if they were actively licensed as of February 1, 2022.

### **As a waiver provider, should I expect the payment to be directed to the same bank account currently used for weekly payments?**

Yes. If the bank account associated with your Supplier ID is the same one you use to receive your Medicaid payments, then all funds will be sent to that account. These payments are being issued a bit differently than payments for Medicaid claims.

### **What if I own Assisted Living Facilities and Nursing Facilities?**

You may be eligible for two sources of relief. You will still need to apply for the relief associated with your Assisted Living Beds. If you are eligible, relief for your nursing home will be paid separately.

### **Is this funding separate from other provider relief funds?**

Yes. These funds are separate and distinct from past relief dollars, including financial relief provided to assisted living facilities under the CARES act in 2021. Assisted living facilities who received relief dollars in the past can receive this assistance and are encouraged to apply.

### **How can providers spend these funds?**

There are no special requirements for how providers must spend these funds. Providers are encouraged to use these funds to support direct care and direct care workers.

### **Will these funds be audited or are their reporting requirements?**

While providers will not be required to file reports about how they spent the funds, providers are encouraged to maintain appropriate records. No special audits are currently planned. However, like all public funds, these dollars may be subject to audit in the future.

### **What information is needed to apply for these funds?**

#### **■ Supplier ID Number**

Any individual or organization receiving payment from the State of Ohio needs to be registered as a supplier and have a Supplier ID number. If you do not already have a Supplier ID, please visit [supplier.ohio.gov](http://supplier.ohio.gov) to get set up in the state's system.

- Owners of more than one facility will need to obtain a Supplier ID number that can be individually tied to each unique license number (e.g. 1234R).
- Allow 10-15 business days to receive your Supplier ID number.
- Once approved you will receive an e-mail from [noreply.oaks@oaks.state.oh.us](mailto:noreply.oaks@oaks.state.oh.us) with your new Supplier ID.
- Review documentation for the supplier portal, including various [job aids](#), [FAQs](#), and a [training video](#) on how to register for a Supplier ID.
- Should you need assistance creating or updating your Supplier ID, please contact the Office of Budget and Management Shared Services at 1-877-644-6771 or [OBM.SharedServices@obm.ohio.gov](mailto:OBM.SharedServices@obm.ohio.gov).

#### **■ Invitation ID Number**

The unique five (5) digit Invitation ID can be located on the homepage of your [COVID-19 Care Center](#) profile. The code begins with "55." Should you need assistance accessing your profile, please contact [COVIDTesting@age.ohio.gov](mailto:COVIDTesting@age.ohio.gov).

#### **■ Grant Application**

An application must be completed through the grants portal located at: [grants.ohio.gov/fundingopportunities.aspx](http://grants.ohio.gov/fundingopportunities.aspx). The grant funding opportunity title is displayed as "Relief for Assisted Living Facilities". One (1) application is required for each licensed facility. Owners of multiple facilities must submit one (1) grant application per unique ODH licensed number facility.

#### **The following information will be collected:**

1. ODH issued license number (e.g. 1234R)
2. Unique Invitation ID (located on the homepage of your COVID-19 Care Center profile)
3. Facility name
4. Address associated with the Supplier ID number
5. [Congressional district](#)
6. Supplier ID number
7. Supplier name
8. Supplier address, city, state, ZIP
9. Tax ID/EIN number (9-digits, numeric)
10. Authorized representative name
11. Authorized representative e-mail
12. Grant contact name
13. Grant contact e-mail

**(Grant Application cont.)**

*Please Note: You should have all the above information readily available before initiating the application as the application must be completed in a single session. Incomplete applications will be rejected, and you will need to re-apply starting at the beginning.*

**Tip: Be sure that your pop-up blocker is disabled in your settings.**

**How do I make updates to my Supplier ID?**

To update your information associated with your out-of-date Supplier ID:

1. Login to the supplier portal utilizing your OH|ID username and password.
2. Click “Find My Business” and enter your Tax Identification Number (TIN).  
If your TIN is already tied to an existing supplier record, it will be displayed in the search results.
  - a. Follow the prompted steps to gain access to the supplier record.
    - i. If there is an Administrator associated with this record, please click “request access,” which sends an e-mail to the current Administrator who can then grant you access.
    - ii. If there is no Administrator, you will be taken to the forms page to download/complete/upload the administrator form.
  - b. Once access has been given, login to review the business name and address for accuracy or needed updates.
  - c. For updates, please go to the “Forms” section to submit the appropriate form for needed updates:
    - i. Change Supplier Name or Tax ID, or
    - ii. Manage Addresses.
3. If there are no search results under “Find My Business”, go back to the previous page to choose “Start Registration” and follow the instructions to register as a new Supplier.

**Does the organization name need to match the name on the Supplier ID?**

The way the name is filed with the IRS is the way it should be entered on the supplier portal and W-9.

**Does the address on the grant application need to be our office mailing address or the facility address?**

Either your office mailing address or facility address can be utilized as long as it matches the address information set up in under your Supplier ID.

**Our corporation has multiple locations. Does each location need their own Supplier ID or can our corporation just maintain one (1)?**

No, the same Supplier ID can be associated with multiple grant applications for multiple facilities.

**If my grant application is denied, will there be an opportunity to re-apply?**

Yes. A facility may re-apply; however, it must be submitted before the May 23, 2022 deadline.

**Who should I contact if I have additional questions around the grant or application process?**

Facilities may contact the Ohio Department of Aging with any inquiries at: [Provider\\_Inquiry@age.ohio.gov](mailto:Provider_Inquiry@age.ohio.gov).

**Who should I contact if I need assistance creating or updating my Supplier ID?**

Facilities may contact the Office of Budget and Management Shared Services at 1-877-644-6771 or [OBM.SharedServices@obm.ohio.gov](mailto:OBM.SharedServices@obm.ohio.gov).

