

# Provider Relief Fund:

## *Recruiting and Retaining Personnel*

Provider Relief Fund (PRF) payments can be used for a wide variety of direct and indirect costs of recruiting and retaining personnel during the pandemic.\*

### Retention Examples

- Incentive pay
- Retention bonuses
- Childcare assistance
- Overtime pay
- Temporary housing
- Transportation
- Mental health and stress management resources
- Other fringe benefits

### Recruitment Examples

- Salaries for new or temporary staff
- Employee referrals
- Employment agencies
- Hiring bonuses
- Other recruitment tools



### Recruit and retain positions like...

- Physicians, Advanced Practice Clinicians, Nurses, etc.
- Lab Technicians
- Respiratory Therapists
- Administrators
- Contracted staff
- And many others

### Allowable Uses of Funds for Personnel Costs Are Broad and Flexible

This is not an exhaustive list of ways you can use PRF funds to support recruitment and retention. In addition to the examples listed above, consider if an expense is allowable by asking the following questions:

- Is this expense necessary and reasonable to support patient care efforts to prepare for, prevent, or respond to the coronavirus?
- Is the expense incurred consistent with our organization's policies and procedures?

### More Resources

- For more information, visit [hhs.gov/providerrelief](https://www.hhs.gov/providerrelief)
- Provider Support Line at (866) 569-3522; for TTY dial 711, 8 a.m. to 10 p.m. Central Time, Monday through Friday

\*Eligible expenses must not be reimbursed by other sources or obligated to be reimbursed by other sources. Salaries must not be paid at a rate in excess of Executive Level II, which is currently set at \$197,300. More information:

<https://www.hhs.gov/coronavirus/cares-act-provider-relief-fund/for-providers/index.html#terms-and-conditions>.