

ACTION REQUIRED: Provider Relief Fund - Submit Reporting Period 1 Report

Dear Valued Provider:

Our records indicate that your organization applied for a Provider Relief Fund (PRF) Phase 4 General Distribution payment. Your organization also received funds from earlier PRF distributions and is required to report on the use of these funds in Reporting Period 1. Please be aware, if you are eligible for a Phase 4 General Distribution payment HRSA will not release your Phase 4 payment until you have met your reporting requirements.

As of November 2, 2021, your organization has not submitted your required report and is, therefore, out of compliance with the [Terms and Conditions](#). If your organization has since submitted your report thank you for coming into compliance with your PRF reporting requirement.

As described in the Terms and Conditions, HRSA will administer penalties for noncompliance including withholding future PRF payments. If you are eligible for a payment under the Phase 4 General Distribution, **HRSA will not release those payments until your reporting requirements have been met, which may include returning any unused funds.**

A [60-day grace period](#) is currently in effect for providers who failed to meet the Reporting Period 1 deadline. The grace period allows providers to come into compliance with PRF reporting requirements. The grace period will end November 30, 2021.

After submitting your report, your organization should return any unused funds by December 30, 2021. Information on returning all or a portion of your payments can be found at the [PRF Webpage](#).

Several resources are also available to assist with submitting a report, including:

- [Lost Revenues Guide](#)
- Learn the purpose of [patient metrics](#) and how they help to measure the impact of PRF funds on various provider types
- Understand [audit requirements](#) for federal, non-federal, and commercial organizations
- Learn what a parent organization is and how to complete [parent subsidiary reporting](#)

For questions on reporting or how to return unused funds, you may call the Provider Support Line at (866) 569-3522, for TTY dial 711. Hours of operation are 8 a.m. to 10 p.m. CT, Monday through Friday.

Provider Relief Bureau
Health Resources and Services Administration
United States Department of Health and Human Services