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Subject: Vaccine Transportation Weekly Progress & Claims Submission Process and Links - *Save this email!!*
Date: Thursday, January 28, 2021 10:00:38 AM
Attachments: [image001.png](#)
[Reimbursement Form -1571 Template DHHS.xls](#)
Importance: High

Transit System Providers,

As the effort to help provide transportation to vaccine sites gets underway, tracking the amounts of trips, miles traveled, riders taken to vaccine sites and amount of DHHS CARES money used to complete this effort could not be more important. We have created a data entry tool that will allow you to submit both your data and your claim documentation together or separately.

You will need to make your entries on a weekly basis for period ranging from Saturday through the next Friday. The due dates for the weekly report are as follows:

- **Data** - submitted by Close of Business every Tuesday.
- **Claims** - turn in your claims as soon as you can.
- **Note** - It is preferred that you submit them at the same time if you are able.

For this initial submission period, please submit all previous weeks of data and claims for trips already provided to vaccine sites as soon as you can.

While DHHS Funds are not yet available to you, please go ahead and complete your data entries for trips given so far, regardless of whether or not you are using DHHS CARES funds or another funding source for reimbursement.

Please follow these instructions going forward:

1. Select the Entry Survey link here: [Vaccine Transportation Weekly Progress Report & Claims Submission](#)
2. The Form starts out with one question you will need to choose from:
 - a. I am Reporting Data Only
 - b. I am Submitting Claims Only
 - c. I am Reporting Data and Submitting Claims(Once again, if you have enough information in order to do both, that is preferred. If you have your data, but not enough info to submit claims, please at least submit the data and come back to add your claims when you are able.)
3. For the data portion, the following data is requested:
 - a. Total Miles

- b. Total Trips
 - c. Total Riders getting vaccines
 - d. Total Riders giving assistance (not vaccinated)
 - e. Hours Operated
 - f. Vehicles Dedicated (Optional)
 - g. Estimated Expenditures (only if you are not also submitting your claims yet)
4. For submitting claims, **(only for DHHS CARES funds)** the following supporting documentation must be attached:
- a. Cover Letter
 - b. DHHS Claim Form (if using DHHS CARES Funds) – **Use Budget Line F only.**
 - c. NCDOT Claim Coversheet
 - d. DBE Form
 - e. Additional Supporting Documentation
 - f. Back-up Report from Scheduling Software
5. For submitting both together, the requested info is the all of the above with exception to duplicative questions.

***Remember you will only use the claims portion for DHHS CARES claims only. If you use other funds (FTA CARES, traditional funds, etc.), you will use the normal claims process!!**

Please also feel free to visit our webpage [Transportation to COVID-19 Vaccine Sites](#) to access more resources about this effort.

If you have any questions, please contact your Planner.

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