

Education and Retention Award closing guidelines 2016-2017

You must submit one of these documents to your STARS Specialist:

- Your completed and signed APPROVED Attachment #1 emailed to you by your STARS Specialist emailed to you.
- or
- Your completed and signed APPROVED Attachment #3

What do I do if I used Attachment #1?

- Do NOT make any changes on the Budget Request Tab.
- On the Education and Retention Award tab, any staff who did not receive their requested ERA enter “0” in the Award Amount Requested column
- Complete the Final Expense Report tab by entering your actual spending amounts in the ERA category line by Care Level.
- If any staff did not receive their requested ERA, complete the Budget revision tab with new care level totals. List staff by name who did not receive their requested ERA in the Revision Justification column
- Double check your math to make sure your amounts are correct.
- Sign and date the Final Expense Report tab. Electronic signature is acceptable.
- If you have staff who did not received their ERA, you are required to return the unspent funds. Mail a check to SERK made out for the unspent amount. Include your MPI number, “ERA refund” and names of staff who did not request their ERA in the memo line of the check.

What do I do if I used Attachment #3?

- Complete the KEYSTONE STARS EDUCATION & RETENTION AWARD BUDGET WORKSHEET, BUDGET REQUEST, BUDGET REVISION, and FINAL EXPENSE REPORT by entering your actual spending amounts in the “Amount Spent During Period” column. Enter “0” for any staff who did not receive their ERA. Indicate any unspent amounts in the “Unspent Funds” Column.
- Double check your math to make sure your amounts are correct.
- If your Total Education & Retention Award Costs is less than the grant amount you received, you are required to return the unspent funds. Mail a check to SERK made out for the unspent amount. Include your MPI number, “ERA refund” and names of staff who did not request their ERA in the memo line of the check.
- Sign and date the Final Expense Report. Electronic signature is acceptable.

Do I submit any documentation?

No, don't send in ANY payroll information with your closure paperwork! You must keep appropriate records on file for documentation if you are selected for on-site monitoring visit.

How do I submit my paperwork?

- Email to your STARS Specialist. If you used Attachment #1 you must use email.
- Fax: 267-765-2397, to your STARS Specialist's attention. Only Attachment #3 can be faxed.
- Mail Refund Checks to SERK@PHMC, LM 500, Lower Mezzanine, West Tower, 1500 Market Street, Philadelphia, PA 19102.