

From: [Frazier, Mirlande \(Accounting\)](#) on behalf of [FSF_ServiceDesk \(MailBox Resources\)](#)
Subject: FSF Alert #39-21- COV19 Program Code - Expenditures related to Coronavirus – Additional Guidance
Date: Monday, April 5, 2021 9:35:45 AM

Attention FSF Coordinators:

Please read the following alert immediately and forward to those in your organization who need the information:

FSF Alert #39-21		04/05/2021
TITLE:	COV19 Program Code - Expenditures related to Coronavirus – Additional Guidance	
ALERT:	<p>REMINDER: Coding for all expenditures related to Coronavirus are required to include Program Code. This will enable analysis, projection and consolidation of costs related to the virus. Program codes are being used to identify qualifying transactions for CRF, CARES, ARP and other pandemic related funds.</p> <p>Organizations are instructed to use Program Code COV19 for purchases.</p> <p>Organizations are instructed to use the following Program Codes for payroll expenditures:</p> <ul style="list-style-type: none">• COV19 for additional hours worked in support of COVID-19 activities• COVPL for Paid Emergency Leave• COVFS for Federal Sick Leave• COVVD for Vaccine Distribution <p>Note: The COV19 Program code may not be used for normal payroll expenditures.</p> <p><i>Please note these instructions are subject to change based on information received from the Federal Government.</i></p>	
REFERENCE:	If you have any questions, please contact the FSF Service Desk at FSF_ServiceDesk@delaware.gov or 302-526-5600 (prompt #2).	

FSF alerts are posted to the FSF Extranet; http://extranet.fsf.state.de.us/fsf_alerts.shtml.

FSF alerts contain information that 1) requires immediate action, 2) announces changes or system downtime, or 3) will likely generate questions regarding FSF.