

**San Mateo County
ARPA RFP Questions & Answers
as of July 13, 2022**

Q1 Will this contract require client income verification? If so, what level of verification is required?

A1 Self-attestation/certification of income/harm which indicates qualification for/participation in any of the following programs will be sufficient for income verification:

- o Temporary Assistance for Needy Families (TANF)
- o Supplemental Nutrition Assistance Program (SNAP)
- o Free and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs
- o Medicare Part D Low-income Subsidies
- o Supplemental Security Income (SSI)
- o Head Start and/or Early Head Start
- o Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
- o Section 8 Vouchers
- o Low-Income Home Energy Assistance Program (LIHEAP)
- o Pell Grants
- o Children's Health Insurance Program (CHIP)
- o Childcare Subsidies through the Child Care and Development Fund (CCDF) Program
- o Medicaid

Q2 What level of documentation will be required to invoice? Can this contract be billed by FTE or does it require hourly (timesheet backup) billing?

A2 The following language will be included in all contracts executed in connection with this RFP:
Contractor will submit detailed invoices to the County on a monthly (or quarterly) basis to include billed hours for each position, hours billed at applicable rates, and supporting documentation including timesheets or time logs for staff and no greater than quarter hour billing increments. Contractor will certify the timesheets and/or time logs .