



JB Pritzker, Governor

Illinois Department of Human Services

Grace B. Hou, Secretary

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To: All Early Intervention Payees
From: Ann Freiburg, Chief *AmF*
Bureau of Early Intervention
Date: September 11, 2020
Re: Paycheck Protection Payments (PPP)

This information is specifically addressed to Early Intervention (EI) Payees. The following notification is only to be used by the Payee who signed the *Illinois Department of Human Services Payee Agreement for Authorization to Provide Early Intervention Services*.

This notification is to inform EI Payees that the survey to determine potential eligibility for the Illinois Department of Human Services (IDHS) Retention Payments is needed **before 5:00 pm Tuesday, September 15, 2020**. The retention payments were outlined in the memorandum released on May 14, 2020 via United States Postal Service to the Payee site address. A Provider Informational Notice (PIN) was also posted on the EI Provider Connections website June 26, 2020 as a reminder. **Surveys submitted after September 15, 2020 will not be considered** due to timing of annual allocations of funding.

If you, as the Payee, are still wanting to determine eligibility for IDHS Retention Payments AND have not yet completed a survey, or have not had any response to a previously submitted survey, please follow the instructions in the original mailing or the [PIN released June 26, 2020](#). Some Payees who submitted the survey earlier could not be matched because some Payees listed a personal Social Security # or National Provider Identification # instead of billing tax ID, or because no contact information was available in the survey for the Payee.

The Bureau is processing those with matching billing tax ID/SS# from the survey to our system AND had a valid e-mail address. **If you have submitted a survey but have not been contacted, you must send an e-mail to DHS.EIQuestions@Illinois.gov listing your Payee Name, Contact name and phone number so we can reach out to you to proceed prior to 5pm on September 15, 2020**. Please note that, to follow HIPAA compliance, confidential information such as SS#s or tax IDs should not be included in any email. Emails containing this sensitive information will be deleted immediately for safety purposes.

If you have any questions about the IDHS Retention Payment process, you can send your question(s) to DHS.EIQuestions@Illinois.gov. We can only respond to the Payee. Also note that Bureau staff are not able to provide specifics on when Retention payments will be finalized but note that all SFY20 payments must be processed prior to the end of September 2020.

For additional information on applying for PPP, you may also use this FAQ link on the IDHS website: <https://www.dhs.state.il.us/page.aspx?item=125148>

Thank you!