



Valued Clients,

First, we hope this email finds you healthy. At Prosperity, we are all doing well and are continuing to take all the proper precautions to protect the health of our team, our families, and our clients. In addition, we are operating at full capacity and are closely following the legislation regarding the COVID-19.

As you are aware, the Federal Government recently passed the Families First Coronavirus Relief Act (CCFRA). This Act requires, among other things, qualified employers to provide paid-time-off to employees who meet certain criteria. **We have extensively reviewed the details of the Act and are ready to assist you in complying with the Act.** This Act takes effect on April 1, 2020. Therefore, please take the time to review the important links in this email and contact us with any questions or concerns you have regarding compliance.

In summary, the CCFRA requires employers with less than 500 employees to provide certain employees with paid sick leave or expanded family and medical leave (eFMLA) for specified reasons related to COVID-19. The cost of this is reimbursed to the employer through tax credits. We are awaiting IRS guidelines for execution of the tax credits. The links in this email provide information regarding the criteria for exemptions for certain employers, qualifications for the employees, and limits to the amounts paid. **If you have any questions or you think you have an employee who may qualify for the paid sick leave or the eFMLA, please contact us at 941-727-5522 or email our COVID-19 designated email at COVID19@prosperitypayroll.com.**

The Department of Labor has published guidelines and a Required Poster regarding the CCFRA. This Poster must be posted in a conspicuous place accessible to all employees, including any remote employees. This requirement can be met by emailing a copy to your employees. The link for the required poster is in the link below.

- [Fact Sheet for Employees](#)
- [Fact Sheet for Employers](#)
- [Questions and Answers](#)
- [Employee Poster \(Required\)](#)

We are also closely following the Coronavirus Aid, Relief, and Economic Security (CARES) Act. One component of the CARES Act is the Small Business Loans via the "Paycheck Protection Program." The legislation will make available loan opportunities for businesses with less than 500 total employees (i.e., both full time and part time employees). These loans may be up to \$10 million and may be forgivable. They could be used to pay salaries, leave and health benefits, rent, and/or retirement obligations, among other uses. As more information becomes available regarding relief for small business, we will be prepared to assist you in obtaining the requisite information to complete the application. For more information, please visit [SBA LOAN GUIDANCE](#)

We are here for you and are ready to guide you through this process. Your success is our success.

Stay Healthy,

Janice Legters &
Thomas Baldwin

Peoples Payroll, LLC
dba Prosperity Payroll
Office 941.727.5522
Fax: 877.520.7272
web: www.peoplespayroll.com