



Program Guidelines

Public Safety Officer's Reimbursement Program (PSOB) – Salary Continuation

Opening date:	June 3, 2024
Closing date and time:	Midnight July 31, 2024 (and subsequent years)
Date guidelines released:	May 31, 2024
Funding period:	July 1, 2023 – June 30, 2024 (and subsequent years) All reimbursement submissions must be completed by July 31, 2024 (and subsequent years) at midnight
State Agency:	Minnesota Department of Public Safety (DPS)
Administering Unit:	DPS Fiscal and Administrative Services (FAS)
Enquiries:	If you have any questions, contact the PSOB coordinator at 651-230-1545 or PSOB.DPS@state.mn.us . Questions should be sent no later than July 15, 2024 (and subsequent years)
Reimbursement Governed Under	Minnesota Statute §299A.465, subd. 4. , Minnesota Statute § 325B.102, subd. 5, Minnesota Statute § 353.032 MN Statutes

Program Guidelines

1. Introduction

The DPS FAS division is responsible for administering the Public Safety Officer's Benefit Program, Salary Reimbursement, under [Minnesota Statute §299A.465, subd. 4.](#), Minnesota Statute § 325B.102, subd. 5, Minnesota Statute § [353.032 MN Statutes.](#)

DPS provides reimbursement for salary continuation costs as outlined in the statutes. These funds come from the state of Minnesota's Public Safety Officer's Benefit Account and are based on the availability of funds. Specifically, if an employee receives approval from their retirement plan provider, they shall complete up to 24 consecutive weeks of active treatment modalities for the employee's diagnosed psychological condition, as provided in the statute. An employee's treatment shall be at the direction of a mental health professional using treatment modalities indicated for the treatment of the diagnosed condition. The employing entity shall continue to pay the employee's salary during this time and may seek reimbursement from DPS.

This document sets out the guidelines for applicants of the salary reimbursement program.

2. The Reimbursement Program

2.1 Program goal

The goal of this program is to assist eligible employees and agencies with the costs associated with treatment for a psychological condition.

2.2 Eligibility criteria

Per Minn. Stat. § 299A.465, subd. 4(b), effective on Jan. 1, 2024, public employers must provide at least one of the following to be eligible for reimbursement from the PSOB:

- (1) Annual wellness training to peace officers and firefighters who either are employed or volunteer for the employer. Wellness training for peace officers must incorporate the learning objectives established by the Peace Officer Standards and Training Board under section 626.8478. The Minnesota Fire Initiative must create a wellness training program for public employers to offer to firefighters to satisfy the requirements no later than Feb. 1, 2024. Training programs established in the Hometown Heroes Assistance Program under section 299A.4, subdivision 2, clause (4), satisfy the requirements, or
- (2) An employee assistance program or peer support program.

To be eligible for reimbursement the agency's officer may be any peace officer or firefighter who:

- Is a member of the Public Employees Retirement Association (PERA) police and fire plan or Minnesota State Retirement System (MSRS) State Patrol retirement fund and has been determined eligible by their respective plan to receive a duty disability benefit under Minn. Stat. § 353.656 or § 352B.10 subd. 1.
- Has left public service because of a disabling injury and does not qualify for PERA disability benefits under § 353.656, retires pursuant to Minn. Stat. § 353.651 subd. 4, or a member of a local police or salaried firefighters' relief association who qualifies for a duty disability benefit under the terms of plans of the relief associations and has been determined by PERA to meet the duty disability criteria under Minn. Stat. § 353.01 subd. 41.

2.3 Reimbursable costs

Reimbursements will be made for only the actual cost of salaries you paid for your employee. You may make your request at any time including on a daily, biweekly, monthly, quarterly or annual basis.

2.4 Other requirements

There is no limit on the number of officers you apply for reimbursement for as long as you provide the requested documentation. You must submit your reimbursement by the deadline outlined above. Your submission will not be accepted after that deadline. There are no exceptions. If you submit for reimbursement in accordance with the deadline, we will review your submission and return those submissions that are not complete or do not have proper documentation. You will have 15 days from the date we send you notification that your reimbursement submission needs additional documentation or correction. After those 15 days if the requested information is not received by the state, you will not be reimbursed.

2.5 Funding arrangements

If your submission is complete, accurate and submitted by the deadline, you will receive a notification of your successful submission and the amount of funds you can expect.

2.6 Application process

Key Dates	Key Activities/Actions
May 31, 2024	Release of program guidelines
June 3, 2024	Reimbursement application open date
July 31, 2024 (and subsequent years)	Reimbursement application close date

2.7 How to apply

To apply, you must:

- Complete the online application form at <https://mnitservices.my.site.com/psob>.
- Include acknowledgment that your agency is compliant with Minnesota State Statute 299A.465 outlined in section 2.2 of these guidelines.
- Provide all the information requested in the portal.
- Include all necessary attachments.
- Submit your application/s at <https://mnitservices.my.site.com/psob> by midnight July 31, 2024.

Other things to know:

- Your application is secure, and allows you to apply, update and view status information. If you have entered an officer on a previous submission, that information will automatically be uploaded for you.
- You will self-register for an account. Each employee who gains access to the system must have a new login and password.:
- Your agency head must approve you gaining access to our system.
- Every reimbursement request will require an uploaded document providing proof of payment of your employee's salary cost. We require a pay stub for this reimbursement that details the employee's title and hourly rate of pay.
- You must obtain a SWIFT vendor number if you do not already have one. You may obtain the SWIFT number at this website: [SWIFT Vendor Resources / Minnesota Management and Budget \(MMB\) \(mn.gov\)](#).
- You can only request and be reimbursed for the hourly cost of salaries — no overtime will be reimbursed.
- Do not send to the state information on any other officers other than those you are seeking reimbursement for. If you send additional information your submission will be rejected.

2.8 Review process

Reimbursement applications will be reviewed by the DPS FAS Reimbursement coordinator for accuracy and completeness. The coordinator may contact you for additional information and documentation. If you disagree with the amount of funds you are reimbursed, you may appeal in writing to the coordinator at PSOB.DPS@state.mn.us. If you feel that your appeal has not been properly handled, you may make a second appeal in writing to DPS Chief Financial Officer Shawn Kremer at shawn.kremer@state.mn.us.

3. Communications

3.1 Confidentiality, privacy and use of information

The state will maintain controls in relation to the management of confidential information provided by applicants.

Any personal information submitted as part of an application will not be used by the state or disclosed to any third party for a purpose other than in connection with the assessment of the application without an applicant's consent, unless required by law or in accordance with Minnesota State Statutes 13.

For audit purposes, the state is required to retain applications and other supplied supporting material for ten years.

4. Questions

Contact the DPS Reimbursement Coordinator at PSOB.DPS@state.mn.us or 651-230-1545.

5. Terms and conditions

5.1 Reservation of rights

- (a) Despite any provision of these guidelines to the contrary, the state reserves the right to administer the reimbursement program and conduct the process for the approval of in such manner as it thinks fit, in its absolute discretion.
- (b) Without limiting paragraph (a), the state retains all rights and powers to make all decisions and actions to achieve the program objectives and the state reserves the right, in its absolute discretion and at any time, to:
 - (i) Change the structure, procedures, nature, scope, or timing of, or alter the terms of participation in the process or overall program (including submission and compliance of submissions), where in such circumstances notice will be provided to applicants.
 - (ii) Consider or accept, or refuse to consider or accept, any submission which is lodged other than in accordance with these guidelines or is lodged after the relevant date for lodgment, or which does not contain the information required by these guidelines or is otherwise non-conforming in any respect.
 - (iii) Vary or amend the eligibility or assessment criteria.
 - (iv) Consider any information from its own and other sources (including other government agencies and other advisors).
 - (v) Accept or reject any submission, having regard to these guidelines, the eligibility criteria, the assessment criteria or any other item, matter or thing which the state considers relevant, including the limitations on the funds available for the reimbursement program; amend the nature, scope or timing of the reimbursement program.
 - (vi) Take such other action as it considers in its absolute discretion appropriate in relation to the reimbursement processes.

5.2 No relationship

- (a) The state's obligations in connection with the application process are limited to those expressly stated in these guidelines.
- (b) No contractual or legal relationship exists between the state and an applicant in connection with the program, these guidelines or the application process or any stage of the reimbursement program.

5.3 Non-exhaustive

- (a) These guidelines do not contain all the information that applicants may require in submitting for reimbursement. Refer to the program web portal for further instructions and detail.

