



State of Connecticut
Department of Developmental Services



Dannel P. Malloy
Governor

Terrence W. Macy, Ph.D.
Commissioner

Kathryn du Pree
Deputy Commissioner

Operations Center Memo 2012 - 2

To: All Providers
From: Joseph Drexler
Director, Operations Center
CC: Terrence Macy, Ph.D, Commissioner, Kathryn du Pree, Deputy Commissioner, Vincent O'Connell, Fritz Gorst, Steve Robson, Mary McKay, Peter Mason, Assistant Regional Directors, Resource Administrators, CCPA, CT Nonprofits, ARC/CT
Date: 7/27/2011
Re: **Administrative Vehicles**
Attachment: Administrative Vehicle Payment Form

In a recent finding of the State auditors, it was noted in their review of selected providers that there was a large variance in the cost of program vehicles as compared to administrative vehicles. In one instance, the auditor found that the provider's administrative car was considered in the category class of luxury vehicles. The auditors noted that this expense was excessive.

In response, DDS will limit the vehicle lease/loan/rental payment of each administrative vehicle to \$4800 per year. This applies to the annual payment for the acquisition of the vehicle exclusive of gas and maintenance costs. DDS will review all administrative vehicles in excess of the limit to determine whether an exception should be made for FY2011. Attached is a form to be completed by all providers with submission of the FY2011 Annual Report.

Effective FY2012, costs over the \$ 4,800 limit will be disallowed. No exceptions will be granted.

ADMINISTRATIVE VEHICLE PAYMENT FORM

**STATE OF CONNECTICUT
Department of Developmental Services**

The lease/loan/rental payment limit for each administrative vehicle is \$4800 per year. This amount is exclusive of the annual gas and maintenance expense. Providers must complete this form for each administrative vehicle that exceeds the limit.

Agency:

		() -
Name of Agency		Telephone Number
	Town	Zip Code
Street		
Executive Director		
E-mail Address		

Administrative Vehicle Description:

Make	Model	Year	Mileage

Lease/Loan/Rental Payment:

Lease Loan Rental

	/ months	
Monthly Payment	Terms	Date of First Payment

Are there any gas/maintenance provisions as part of the monthly payment ? Yes No

If yes, please describe.	Estimated Gas/Maintenance Costs

I, the undersigned, attest that to the best of my knowledge the statements made herein are true.

Signature of Authorizing Official

Date

Typed Name and Title