



State of Connecticut
Department of Developmental Services

Dannel P. Malloy
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

Operations Center
Memo 2018-06

TO: Private Providers of Residential and Day Services

FROM: Peter Mason, Deputy Commissioner

CC: Jordan Scheff, Commissioner, Regional Directors, Assistant Regional Directors, Resource Administrators, Resource Managers, Pat Dillon, Operations Manager, Meyers & Stauffer, The Alliance, ARC/CT

DATE: October 4, 2017

SUBJECT: Extension of the FY2017 Annual Report Submission Deadline

Due to provider's concerns regarding the timely submission of the Annual Report, DDS will extend the submission deadline to 4:00 p.m. Monday, October 16, 2017. As a reminder, the Commissioner may approve a request for an extension to the revised filing date if he deems that extraordinary circumstances will prevent the timely filing of the Cost Report. The request for an extension should be sent to the attention of Commissioner Scheff in writing and prior to October 16, 2017. DDS will make every effort to review all extension requests in a timely manner but makes no assurance that a request will be reviewed before the submission deadline. It is recommended that the request be submitted as soon as the extraordinary circumstances are identified. Approved annual report submission extensions will be effective no earlier than the date the request was received by the department. If the Annual Report is filed late, Regulation Sec. 17-313b-4 notes that for each day that the ACOR (Annual Report of Residential and Day Services) is not filed a penalty shall be assessed.