



State of Connecticut  
Department of Developmental Services

Dannel P. Malloy  
Governor

Jordan A. Scheff  
Commissioner

**Operations Memo 2018-05**

**To:** DDS Qualified Private Providers

**From:** Peter Mason, Director DDS Operations Center

**CC:** Jordan A. Scheff, Commissioner, Regional Directors, Private ARDs, Resource Administrators, ARC of CT, CT Community Nonprofit Alliance

**Date:** September 14, 2017

**Subject:** I.G.PR.008, Personal Funds Financial Management – Qualified Providers

DDS recently announced the release of DDS procedure I.G.PR.008, Personal Funds Financial Management – Qualified Providers. This procedure replaces the *Guidelines for the Handling of Client Personal Funds by Private Residential Providers* which was originally released in October, 1986.

I.G.PR.008 is a product of the collaboration between the members of the Personal Funds Committee, which included representatives of DDS and private providers, and the DDS Administration over the past several years. The Personal Funds Committee formed as a means for the Department and providers to advocate for the financial rights of the individuals in the management of their personal monies while also establishing protocols to help those individuals from being taken advantage of financially. The policy addresses technological advances such as online banking and electronic databases, and provides guidance to many of the areas that individuals, guardians, and providers have had questions about over the past several years.

Providers who have questions regarding I.G.PR.008 should contact David David via email at [David.David@ct.gov](mailto:David.David@ct.gov).