



State of Connecticut
Department of Developmental Services



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**Operations Center
Memo 2018-01**

TO: Private Providers Day Services
FROM: Jeanne Dumphy, Operations Center Program Manger
CC: Peter Mason, Operations Center Director
DATE: August 8, 2017
SUBJECT: New Authorizations for Transportation Tickets and Bus Passes

The Department of Developmental Service Resource Management division began issuing authorizations for per trip transportation (ADA) and monthly bus passes. This will end ADA/bus pass one times for many of you. The authorization is built using a rate comprised of the current disability rate from the specific transportation vendor and a 15% administration fee that provides providers compensation for obtaining and distributing tickets/passes to individuals.

The DDS will not be issuing authorizations for individuals who are not currently using the disability rate. These individuals will temporarily continue to be paid through one times until the disability rate can be used to purchase tickets/passes. Requirements for the disability rate can be found on the transportation vendor's web site. If you exhaust community resources in obtaining the disability rate Case Management can be contacted for assistance.

The authorizations will be billed through Web Res Day as follows.

Per trip Tickets – In day #1 cell input the total number of tickets given to the individual during that month.

Monthly Bus passes – In day #1 cell input the #1 to bill for one monthly pass.

Questions regarding authorizations and billing should be directed to your Regional Resource Manager.