



State of Connecticut  
Department of Developmental Services

Dannel P. Malloy  
Governor

Jordan A. Scheff  
Commissioner

Peter Mason  
Deputy Commissioner

**Operation Center Memo FY2019-14**

**TO:** DDS Non-POS Contract Providers  
**FROM:** David David, Director of Service Development and Support, Operations Center  
**DATE:** December 19, 2018  
**SUBJECT:** Assurance Agreement - Minimum Wage Bill

Qualified Providers must meet the standards established in the Department of Developmental Services (DDS) HCBS Waiver Manual. DDS recently revised the Agency Assurance Agreement to include statements regarding minimum wages. In accordance with Special Act 18-5, the contractor will:

- i. increase the minimum wage for all employees funded by DDS to fourteen dollars and seventy-five cents (\$14.75) per hour no later than January 1, 2019 and,
- ii. increase wages based on the plan submitted and approved by DDS for all employees who earn not less than fourteen dollars and seventy-six cents per hour and not more than thirty dollars per hour not later than January 1, 2019, and
- iii. upon request of the Department provide documentation that such funds were used for increasing and maintaining the minimum wage of employees to not less than fourteen dollars and seventy-five cents (\$14.75) per hour, increasing wages based on the plan submitted and approved by DDS for all employees who earn not less than fourteen dollars and seventy-six cents per hour and not more than thirty dollars per hour, and the payment of payroll taxes and benefits associated with the increased wages.

Each assurance has been written to comply with DDS policies and Center for Medicaid Services Waiver requirements. Please ensure that each assurance statement is checked. Any assurance agreement with additional comments written on the document will not be accepted. Send the completed assurance agreement to [Debra.Lynch@ct.gov](mailto:Debra.Lynch@ct.gov) or fax: 860-706-5823 by December 31, 2018 to remain in good standing as a Qualified Provider with DDS.

If you have any questions, please call Debra Lynch at (860) 418-6019. Thank you in advance for your attention to this matter.