



State of Connecticut
Department of Developmental Services

Dannel P. Malloy
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

Operations Memo 2020-08

TO: DDS Qualified Providers

FROM: David David, Director of Service Development and Support, Operations Center

CC: Jordan Scheff, Commissioner, Peter Mason, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Scott McWilliams, Chief of Fiscal/Administrative Services, Regional Directors, Assistant Regional Directors, Resource Administrators, The Alliance, The Arc CT

DATE: November 1, 2019

SUBJECT: FY 2019 Special Act 18-5 Wage Reporting

Entities that received funding related to Special Act 18-5 (An Act concerning minimum employee wages for providers of state administered services for persons with intellectual disabilities) shall populate the Minimum Wage Reporting Template.

Attached to this memorandum are two files:

1. FY 2019 Wage Reporting Template
2. FY 2019 Wage Reporting Instructions

Providers required to submit a FY 2019 Annual Report and received funding related to Special Act 18-5 shall complete the Wage Reporting Template and upload it to the Myers and Stauffer website no later than 12/31/19. Due to the annual report template being created prior to the Minimum Wage Template, DDS Annual Report reviewers will need to make a change to the text on Lines 14 and 15 of the Annual Report Reconciliation Page when completing their review. Providers required to submit an annual report shall:

- a. Enter the total DDS wages from Line 2 of the Reconciliation Sheet of the Minimum Wage Reporting Template on Line 14 of the Annual Report Reconciliation Page.
- b. Enter the revenue on the DDS Payment Letter related to Special Act 18-5 on Line 15 of the Annual Report Reconciliation Page.

Providers required to submit a FY 2019 End of Year Expense Report and received funding related to Special Act 18-5 shall complete the Wage Reporting Template and submit it to DDS.OperationsCenter@ct.gov no later than 12/31/19.

If you have any policy questions in relation to FY 2019 Special Act 18-5 Wage Reporting, please contact me at David.David@ct.gov or (860) 418-6040. Please email your assigned Provider Specialist with any questions related to data entry.

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