



State of Connecticut
Department of Developmental Services

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

Operations Memo 2021-03

To: Purchase of Services Contracted Private Providers

From: Scott McWilliams, CFO

CC: Jordan A. Scheff, Commissioner, Peter Mason, Deputy Commissioner, Regional Directors, Private ARDs, Resource Administrators, ARC of CT, The Alliance

Date: September 21, 2020

SUBJECT: One Time Authorizations

In years past, DDS has implemented documentation timelines for the payment of approved one-time authorizations. These changes were made to maximize resources and more effectively account for actual provider expenditures. As we continue to face fiscally difficult times due to the pandemic, DDS is implementing these timelines for the foreseeable future. It is important for all private providers to adhere to the established dates. Providers are asked to disseminate this email to the appropriate person or persons in your agency.

As a reminder, payments can only be made through an approved authorization. If a provider has an understanding with the region for a payment for staffing and/or other costs for a particular site, home or program but, to date, have not received an authorization, then the provider should contact either the resource administrator or private ARD immediately. If an agency provides supports without an authorization, reimbursement for those supports will only be paid under the guidelines issued in Operational Center memo FY2014-04. All payments will be executed based on the proper documentation for one-time support services. Estimated payments are not an acceptable approach for processing one-time payments.

- DDS will be analyzing each request and approving only the most critical of need.
- Payment for all one-times is based upon availability of funding per DDS One-time Procedure. Approved one-time payments may be delayed to the end of the fiscal year due to the fiscal restraints of the department.

- All one-time authorizations for supports provided for July 1 - September 30, 2020 should submit documentation of actual expenses **no later than October 31, 2020**. One-time authorizations for supports provided for July 1 - September 30, 2020 will be closed as of October 31, 2020 and no further payment activity will be authorized.
- All one time authorizations for supports provided for October 1 - December 31, 2020 should submit documentation of actual expenses **no later than January 31, 2021**. One-time authorizations for supports provided for October 1 - December 31, 2020 will be closed as of January 31, 2021 and no further payment activity will be authorized.
- All one-time authorizations for supports provided for January 1 - March 31, 2021 should submit documentation of actual expenses **no later than May 1, 2021**. One-time authorizations for supports provided for January 1 - March 31, 2021 will be closed as of May 1, 2021 and no further payment activity will be authorized.
- All one-time authorizations for supports provided for April and May, 2021 should submit documentation of actual expenses **no later than June 15, 2021**. One-time authorizations for supports provided for April and May will be closed as of June 30, 2021 and no further payment activity will be authorized.
- All one-time authorizations for supports provided for June 2021 should submit documentation **no later than July 16, 2021**. One-time authorizations for supports provided for June will be closed as of July 31, 2021 and no further payment activity will be authorized without **prior approval** of the Operations Center.
- Providers that received start-up authorizations for the opening of a new CLA must submit documentation of actual expenditures no later than 60 days after the home is opened. Start-up authorizations will be closed 60 days after the home is opened and no further payment activity will be authorized without **prior approval** of the Operations Center.