



State of Connecticut
Department of Developmental Services



Dannel P. Malloy
Governor

Morna A. Murray, J.D.
Commissioner

Jordan A. Scheff
Deputy Commissioner

Operations Center
Memo 2017-05

TO: Private Providers of Residential and Day Services

FROM: Peter Mason, Operations Center Director

CC: Morna Murray, Commissioner, Jordan Scheff, Deputy Commissioner, Cres Secchiaroli, Finance Administrator Regional Directors, Assistant Regional Directors, Resource Administrators, Mary Fuller, CCPA, CT Non-Profits, ARC/CT

DATE: September 1, 2016

SUBJECT: Submission of the Other Transportation Schedule for the FY 2016 Annual Report of Residential and Day Services

DDS became aware of a formatting issue on the annual report. As you know, DDS has incorporated the Uniform Chart of accounts into the FY2016 annual report. One of the changes was in the way transportation expenses are reported. As part of that process, a schedule for Other Transportation costs was to be attached in the annual report. This was inadvertently left of this year's report. This will be corrected in the FY2017 Annual Report. For FY2016, please submit an addendum as described below:

Reporting Other Transportation on the FY16 Annual Report:

Providers reporting property taxes and depreciation for a vehicle used for transportation on the Other Transportation line should upload a separate schedule as an Excel file to Myers and Stauffer at the time the Annual Report is uploaded.

If you have any questions, please contact your agency's assigned Provider Specialist.