



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 2017-07

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, Mary Fuller, Chief of Fiscal and Administrative Services, Regional Directors, Assistant Regional Directors, Resource Administrators, The Community Non-Profit Alliance, ARC/CT

DATE: October 13, 2016

SUBJECT: FY2016 Annual Report of Residential and Day Services

- DDS has become aware of a formatting issue on the FY2016 Annual Report. As you know, DDS has incorporated the Uniform Chart of accounts into the FY2016 Annual Report. One of the changes made was adding a separate subcategory to report Day Program Plant Operations and Maintenance Deprecation expenses. As part of that process, Depreciation costs were to be included as a subcategory under Plant Operations and Maintenance. This was inadvertently added as a subcategory of Interest Costs on this year's report. This will be corrected in the FY2017 Annual Report. For FY2016, please report Day Program Plant Operations and Maintenance Deprecation expenses on the Depreciation line as this expense does not affect the total expenses and revenue entered by the provider.
- Additionally, DDS would like to clarify how Non-Profit Grants used to pay for capital expenditures for DDS programs should be reported on the Annual Report. When reporting Non-Profit Grants, please follow the steps listed below:
 1. Page 11 – Enter the description of the asset, asset cost, first year deposit, unique ID, page and line number, and then choose Yes to offset as a Non-Reimbursable Cost.
 2. Enter the amount entered in the asset cost line on Page 11 in the Non-Reimbursable Cost line of the cost center(s) for which the grant was received.
 3. Enter the grant revenue amount in line 2.a on Page 30, Statement of Revenue.
- **The submission date for the FY2016 Annual Report for Residential and Day Services is October 15, 2016.**

There have been a number of inquiries regarding the submission date of the FY2016 Annual Report. As October 15th is on a Saturday, Providers have asked if the reporting date has been extended to Monday. Since DDS has moved to an electronic submission process, Providers can still submit their report within the stated deadline.

As a reminder, it is important that providers submit their Annual Report in a timely manner.

If the Annual Report is filed late, Regulation Sec. 17-313b-4 notes that for each day that the ACOR (Annual Report of Residential and Day Services) is not filed, a penalty shall be assessed. The Commissioner may approve a request for an extension to the filing date if she deems that extraordinary circumstances will prevent the timely filing of the Cost Report. The request for an extension should be sent to the attention of Commissioner Murray in writing and prior to October 15, 2016. DDS will make every effort to review all extension requests in a timely manner but makes no assurance that a request will be reviewed before the submission deadline. It is recommended that the request be submitted as soon as the extraordinary circumstances are identified. Approved Annual Report submission extensions will be effective no earlier than the date the request was received by the department.