

Operations Memo 2026-05

To: DDS Qualified Private Providers and Independent Practitioners

From: Sean Bannon, Director, Operations Center

CC: Jordan Scheff, Commissioner, Elisa Velardo, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Nicholas Jerard, CFO, Regional Directors, Private ARDs, Resource Administrators, The Alliance, The ARC CT

Date: August 13, 2025

Subject: ARPA Vehicle and Infrastructure Maintenance Reporting

Providers who received any ARPA Vehicle and/or Infrastructure Maintenance funds from the Department of Developmental Services as noted in [Operation Center Memo FY 2025-08](#) are required to report on these expenses. The report for FY 2025 expenditures is due August 20, 2025 and the final report is due April 30, 2026.

Please complete and return the attached reporting spreadsheet by August 20, 2025 to Sarah.Ullom-Minnich@ct.gov.

1. The spreadsheet should include all the expenses between 2/1/25 and 6/30/25 that you are claiming under these initiatives.
2. You should maintain supporting records for these expenses, but the invoices do not need to be submitted to the department at this time.
3. You are permitted to group a collection of purchases for each initiative together under one project for the purposes of this reporting, and report expenses for a given project rather than entering each receipt separately.

As part of this reporting, you will have the option to elect to return some of your funding to DDS at this time, if you believe you will not spend it. If so, please report the amount of Vehicle and/or Infrastructure Maintenance funding you return.

Depending on the amount of funding returned to the department through this reporting, resources may be available for additional payments. If you believe your organization has the capacity to spend additional Vehicle and/or Infrastructure Maintenance funding before the initiative deadline, you may choose to be considered to receive additional funding. Please note that additional funding is not guaranteed.

Please reach out to your Provider Specialist with any questions.

