

## Operations Center Memo FY2026-11

To: DDS POS Contracted Qualified Providers

From: Sean Bannon, Operations Center Director

**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: October 3, 2025

RE: FY 22-FY 24 Revenue Retention Update

FY 2022 through FY 2024 Revenue Retention requests are now open to providers on the DDS Gateway.

## Please note the following:

- Requests should be for utilization of FY 2022 through FY 2024 Revenue Retention funds to be used in FY 2025 only. (July 1, 2024 through June 30, 2025)
- Any requests to use retained funds after FY 2025 will be communicated through a separate Operation Center Memo.
- Requests to use retained funds in FY 2025 is available through October 15, 2025.
- Any requests to modify Revenue Retention requests for a "closed fiscal year" will only be approved if there is a net zero impact on that closed fiscal year's Annual Report. (For example, repurposing the use of \$10,000 from one project to another may be allowed, but changing the amount to a value other than \$10,000 will not be allowed).
- Approved Revenue Retention costs should only be reported on the Revenue Retention report and NOT on the Annual Report.
- An additional memo with the Revenue Retention reporting template and reporting instructions will be sent to providers in the coming weeks.
- Providers will be required to report on each item entered into the revenue retention portal.
   Providers may want to group individual purchases into one specific project request. (For example, \$20,000 to renovate a bathroom, versus listing each item purchased separately for that project).

Instructions on utilizing the DDS Gateway Revenue Retention interface are included on the following pages.

Please direct any additional questions to your Provider Specialist.



## Log into DDS Gateway and select "Provider Reporting" under IP6 Payments:



Select "Reports" from the top menu:

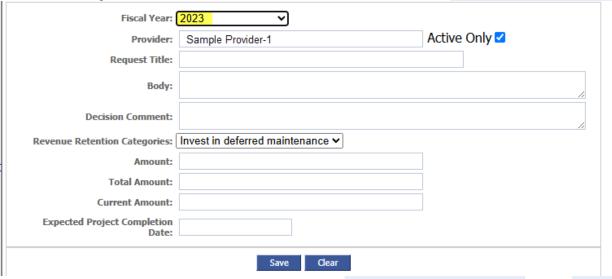


- 8. DDS Revenue Retention
- 9. Provider Revenue Retention Data





For <u>DDS Revenue Retention</u>, select the applicable fiscal year, for example, "2023" from the Fiscal Year drop down. ("Provider" name, "Total Amount" and "Current Amount" should populate automatically).





Enter the "Requ	est Title". For example	, "FY 23 - Vehicle P	urchase".	
Request Title:				
Provide a brief	description of how you	ı would like to use tl	ne retained revenu	e Provide enguah
	ne reviewer knows who			•
expenditures.		, .	•	. ,
Body:			//	
	enue Retention Catego	ory" that best fits th	e proposed expen	diture from the
dropdown.  Revenue Retention	Categories: Invest in deferre	d maintenance 🗸		
Please enter the	e "Amount" of the expe	enditure.		
Amount:				
The "Total Amo	unt" is the total amou	nt of retained rever	ue that can be util	ized (with an
approved plan)	for the fiscal year sele	ected.		
Total Amount:	133631			
	mount" is the balance			
less any approv	ed or pending revenu	e retention request	s for the selected f	scal year.
Current Amount:	5000			
Please enter the	e "Expected Project Co	mpletion Date."		
Expected Project Co	ompletion Date:			
				ct.gov/dds



## To view <u>Provider Revenue Retention Data</u>, type "2023" in the fiscal year box and click on "View Report"

Fiscal Year:	2023	
Provider:	Sample Provider-1	Active Only <
	Cancel View Report	

An Excel file will open with your agency's Revenue Retention Data, with one of 3 approval statuses – Approved, Denied or Pending. (Rows without an Approved or Denied indication are in Pending status).

FiscalYear	Pin	RequestTitle	Body	RevRetentionCategory	Amount	Approved
2023	1	FY23 Rev Ret - Vehicles	use funds to purchase an accessible vehicle for ABC CLA	Make asset improviments	48953	Approved
2023	1	FY23 Rev Ret - Capital Improvements	Kitchen & bath upgrades \$20,123, flooring \$5,555	Invest in deferred maintenance	25678	Approved
2023	1	FY23 Rev Ret - Staff Training	Provide Customized Employment training to 3 staff	Strengthen program quality	9000	
2023	1			Strengthen program quality	5000	Denied

