

For Community Living Arrangement (CLA):

Cash benefits (room and board) for individuals residing in a CLA are paid from DSS directly to the CLA - assuming the residents are recipients of the State Supplement program - either by check or Vendor Direct Deposit (W-260 Form).

The direct deposit form can be found on the Department's website <https://portal.ct.gov/dss> Or at: <https://portal.ct.gov/-/media/Departments-and-Agencies/DSS/Common-Applications/W-260.pdf>

Vendor direct deposit services can be used for all payments that a vendor would normally receive by check each month for residents receiving State Supplement/SAGA benefits for room & board. Deposits are available on the 1st or 2nd of every month. A W-9 form is required to sign up for direct deposit.

If you have multiple CLAs:

- Submit 1 Vendor Direct Deposit Form (W-260), as long as all vendor numbers have the same FEIN and use the same bank account.
- Include a list of all the RCHs (include their vendor number) along with the submission of the W-260 form. Please also include the main mailing address for your agency.
- To add a new CLA the future, submit a new W-9 and W-260 form, with an inclusive, updated list of all current and new agency CLAs and associated vendor number.
- If there is a change in a bank or FEIN, we would also need a new W-9 and new W-260 form, with an inclusive list of all current agency CLAs.

The remittance notices (RA) with the deposit breakdown will be mailed to the agency mailing address on file with the Department. Notices arrive several days after the first of each month, similar to the time in which paper checks arrive. Vendor payment notices arrive before month end and includes specific client benefit amount information.

Completed forms should be sent to the Benefits Accounting Department (Fax 860-424-4962), along with a completed W-9 and a voided check. Please follow all directions on the form.