



State of Connecticut  
Department of Developmental Services



Ned Lamont  
Governor

Jordan A. Scheff  
Commissioner

Peter Mason  
Deputy Commissioner

**Important Notice for Individuals Self-Directing Services through DDS**

Additional supports are available to you during the COVID-19 emergency. These supports will be temporarily available until June 1, 2020. If you need any of these supports, please contact your Case Manager.

Emergency Option	How can this help?
Overtime for your self-hired staff	If you have a self-hired staff who is not available to cover a shift, you may offer overtime to one of your other staff. You may also offer overtime to your staff if you are receiving additional support hours during this time. <b>Overtime for these purposes may be approved immediately</b> by the FI if the budget can accommodate the cost.
Increase in number of hours you receive	If you need additional services during the COVID-19 pandemic, you may spend up to 105% of your monthly day authorization and up to 120% of your monthly residential authorization. These <b>additional hours may be approved immediately</b> through your FI.  If you do not have a residential authorization, you may apply for one-time funding through your Case Manager.  If you need funding beyond this increase for additional hours or for overtime, you may apply for one-time funding through your Case Manager.
Emergency process for hiring new staff	If you need to hire new staff, the <b>approval process has been simplified</b> . New staff can start prior to submission of the hard copy hiring packet, as long as the FI has the essential information to set up payroll.
Permitting your staff to provide services to you through a telehealth option	If your staff provides services to you that do not include hands on assistance, <u><a href="#">these services could be provided telephonically or through video conferencing.</a></u> <b>No approval is required for this option.</b>
Masks and gloves	Employers of record may <u><a href="#">apply for personal protective equipment</a></u> for their staff, using an online request form. Requests are fulfilled based on availability and prioritized for households in which individuals are ill or need respiratory care. When supplies allow, requests in order to follow recommended guidelines are also fulfilled. If approved, a two week supply is provided.