



State of Connecticut  
Department of Developmental Services



M. Jodi Rell  
Governor

Peter H. O'Meara  
Commissioner

Kathryn du Pree  
Deputy Commissioner

# Memo

**To:** Fiscal Intermediaries  
**From:** Joseph Drexler  
**CC:** Peter O'Meara, Commissioner, Kathryn du Pree, Deputy Commissioner, Regional Directors, Assistant Regional Directors, Resource Administrators, Resource Managers, Case Management Supervisors, Peter Mason, Deb Duval, Jim Ritchey, Self-Determination Directors, Siobhan Morgan, Private Providers, CCPA, CT Non-Profits, ARC/CT  
**Date:** 10/16/09  
**Re:** Interpretation of Authorization for payment for Group Day Services attendance in the Fee for Service Program

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In an effort to reduce the amount of underutilized funds, DDS will no longer base an annualized budget for a full year of supports on 250 operating days for the following Group Day Program types:

- Sheltered Employment
- Group Supported Employment
- Day Service Options
- Staffing Modifier and transportation as applicable to group day supports

Case managers have been instructed that budgets should be based on 225 days per year or an average of 18.75 days per month. The 225 days is to be considered a full year of funding. The Authorization is currently being modified to reflect this change.

This memo should be considered as the official authorization by DDS for the Fiscal Intermediary to pay for all days attended based on the monthly billing invoice of a group day budget with a full year of funding submitted by the provider up to a total of 250 days per year.

It will not be necessary for case managers to amend an individual budget simply because of higher than anticipated attendance.