



State of Connecticut  
Department of Developmental Services

Ned Lamont  
Governor

Jordan A. Scheff  
Commissioner

Peter Mason  
Deputy Commissioner

**Operations Memo 2020-11**

**TO:** DDS Qualified Providers

**FROM:** David David, Director of Service Development and Support, Operations Center

**CC:** Jordan Scheff, Commissioner, Peter Mason, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Scott McWilliams, Chief of Fiscal/Administrative Services, Regional Directors, Assistant Regional Directors, Resource Administrators, The Alliance, The Arc CT, Paula Pfistner, DSS, Ron Siemiatkoski, Myers and Stauffer

**DATE:** December 13, 2019

**SUBJECT:** FY 2019 Annual Report Submission Date Extended to December 16, 2019

Due to provider's concerns regarding the timely submission of the Annual Report, DDS will extend the submission deadline to 4:00 p.m. Monday, December 16, 2019. This additional time will allow DDS to review and contact those providers who have requested an extension. Providers who have already submitted additional extension requests will be notified of DDS' decision no later than 4:00 p.m. December 16, 2019.

As a reminder, the Commissioner may approve a request for an extension to the revised filing date if he deems that extraordinary circumstances will prevent the timely filing of the Cost Report. The deadline to request an additional extension should be sent to the attention of Commissioner Scheff in writing and prior to December 16, 2019. DDS will make every effort to review all extension requests in a timely manner but makes no assurance that a request will be reviewed before the submission deadline.

Approved annual report submission extensions will be effective no earlier than the date the request was received by the department. If the Annual Report is filed late, Regulation Sec. 17-313b-4 notes that for each day that the ACOR (Annual Report of Residential and Day Services) is not filed a penalty shall be assessed.

If you have any questions, please contact me at [David.David@ct.gov](mailto:David.David@ct.gov)