



State of Connecticut
Department of Developmental Services

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

Operations Memo 2020-14

TO: Purchase of Services Contracted Private 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

DATE: December 18, 2019

SUBJECT: FY 2019 Clarification of Financial Reporting Requirements Related to Special Act 18-5 and Revised Minimum Wage Reporting Template

This memo is to provide clarification to Department of Developmental Services (DDS) qualified providers of the financial reporting requirements related to the implementation of Special Act 18-5. DDS has received questions from the provider community of which are answered below. In addition, DDS is attaching a revised Minimum Wage Reporting Template as specified in number five (5) below.

- Question:** The Wage survey seems to cap those under 14.75 at 14.75 and those over at 5%. So theoretically someone making 14.74 can only get a .01 increase while someone making 14.76 gets .74.

Answer: DDS reviewed and tested the formula in question and found no error. The formula in question affects data in columns X, Y, Z, and AA. When testing various hourly wage data between 14.02 and 14.76, the formula worked properly.
- Question:** Final determination as to whether DDS will allow temporary help increases paid or a vacancy rate.

Answer: DDS approved the minimum wage funding to providers based on a spreadsheet detailing the wages of certain employees of the agency. Wage increase expenses related to third party temporary help and vacancy rates were not considered allowable expenses and should not be reported on the Minimum Wage Reporting Template. Wage increases expense for temporary help employed directly by DDS funded organizations are allowable and should be reported on the Minimum Wage Reporting Template.
- Question:** Extensions for the Wage File: Some providers report that they have not received confirmation that their requests for extensions have been approved. Some providers have requested and received OPM extensions for the Single Audit deadline, to January 31, 2020.

Answer: DDS expects providers to submit the completed Minimum Wage Reporting Template on or before December 31, 2019. Providers must demonstrate extraordinary circumstances to

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receive any additional extensions. Extension requests are to be submitted to David.David@ct.gov. DDS will notify providers who have submitted a request to date.

4. **Question:** Revenue Letter Revisions: Operations Center Memo 2020-12, stated that providers would receive revised Revenue Letters and payment details. These have not been received by all.
Answer: In October, a revised revenue letter was sent out to applicable providers being paid through a Fiscal Intermediary, as some of the revenue related to Special Act 18-5 was not included in those provider's original revenue letter. DDS has not sent any revised revenue letters in relation to Operations Center Memo 2020-12. DDS anticipates revised revenue letters mentioned in Operations Center Memo 2020-12 to be disseminated on or before December 19, 2019.
5. **Question:** There are not enough rows on the payroll tab of the Minimum Wage Reporting Template.
Answer: DDS increased the number of rows from 1500 to 10,000. A copy of the revised Minimum Wage Reporting Schedule is attached to this memo and will be available on the DDS website.

If you have any questions, please contact me at David.David@ct.gov or (860) 418-6040.