



State of Connecticut
Department of Developmental Services

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

Operations Memo 2020-19

TO: DDS POS Contract 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: March 16, 2020

SUBJECT: FY 2020 Eight Month Report Submission Due Date Extension

Due to the required planning requirements and preration for the impacts of COVID-19, the due date for submission of the FY 2020 Eight Month Expense Report has been extended to May 1, 2020.

As a reminder:

Each Eight Month Report is unique to the provider and will be emailed to the provider by the provider's assigned DDS Provider Specialist. Providers will receive their unique FY20 Eight Month Report within the next two weeks. Blank Eight Month Reports will not be made available. If data from the Base Operational Plan needs to be changed, an amended Operational Plan must be sent to the provider's assigned Provider Specialist. See the process listed below for submitting amended Operational Plans.

Extension Requests: Any provider that is unable to submit the Eight Month Report by the deadline must submit an extension request prior to the date the report is due.

- Any extension request less than two weeks from the original submission deadline must be sent via email to your assigned Provider Specialist prior to the submission deadline.
- Any extension request more than two weeks from the original deadline must be sent via email to David.David@ct.gov prior to the submission deadline. Please cc your assigned Provider Specialist when submitting your request. Your request must include the reason precipitating your extension request and the submission date being requested.
- Any report not submitted by the original submission date or the approved extension date will be considered late.

If you have any questions, please contact your assigned Provider Specialist.