



State of Connecticut  
Department of Developmental Services

Dannel P. Malloy  
Governor

Jordan A. Scheff  
Commissioner

Peter Mason  
Deputy Commissioner

**Operations Memo 2020-07**

**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:** October 11, 2019

**SUBJECT:** FY 2019 Annual Report Submission Deadline Extended

Due to the increased amount of time it has taken to finalize the financial reporting requirements related to Special Act 18-5, the Department of Developmental Services (DDS) has extended the deadline for the submission of the FY 2019 Annual Report for Residential and Day Services to November 15, 2019. This extension is applicable to FY 2019 only.

Please note that the schedule used by POS providers to report minimum wage expenses will be sent to providers via email in the next several days.

As a reminder, it is important that providers submit their Annual Report in a timely manner. 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. The Commissioner may approve a request for an extension to the filing date if he deems that extraordinary circumstances will prevent the timely filing of the Cost Report. The request for an extension should be sent to the attention of Commissioner Scheff in writing and prior to November 15, 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. It is recommended that the request be submitted as soon as the extraordinary circumstances are identified. Approved Annual Report submission extensions will be effective no earlier than the date the request was received by the department.

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