



State of Connecticut
Department of Developmental Services

DDS

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

Operations Memo 2020-18

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: February 27, 2020

RE: FY2019 Cost Settlement Process

The purpose of this memo is for the Department of Developmental Services (DDS) to communicate the FY2019 cost settlement process for POS Contract providers.

To meet the financial reporting requirements related to the implementation of Special Act 18-5, DDS will process the FY2019 cost settlement for POS contracted providers in two phases as described below.

1. DDS will review the expenses and revenue related to Special Act 18-5 using the Minimum Wage Reporting Template to determine if any cost settlement is due.
 - a. The cost settlement amount due, if any, related to Special Act 18-5 will be documented in the cost settlement letter sent to each POS provider.
2. DDS will review the DDS related expenses and revenue submitted with the FY2019 Annual Report to determine if any cost settlement is due.
 - a. The cost settlement due, if any, related to Special Act 18-5 will be subtracted from the total DDS revenue reported on the FY2019 Annual Report.
 - b. DDS will use the adjusted DDS revenue to determine if any cost settlement is due for expenses and revenue related to DDS services include on the FY2019 Annual Report.
 - c. If DDS determines that no cost settlement is due after reviewing the Minimum Wage Reporting Template, DDS will follow the cost settlement process used in previous fiscal years determine if any cost settlement is due related to the expenses and revenue entered in the FY2019 Annual Report.

Because DDS is processing the Minimum Wage Template and Annual Report separately for cost settlement, providers will see the two cost settlement findings represented separately in the cost settlement letter. In relation to this process, there is potential that providers may be required to cost settle both the Minimum Wage Reporting Template, and the Annual Report.

DDS expects to begin processing the FY2019 Minimum Wage Reporting Template and Annual Report within the next several weeks. If you have any questions related to the cost settlement process after receiving your cost settlement letter, please contact your assigned Provider Specialist.

If you have any technical questions regarding the FY2019 Cost Settlement process, please contact David David by email at David.David@ct.gov