



State of Connecticut
Department of Developmental Services

DDS

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

Operations Center Memo 2022-12

To: Purchase of Services Contracted Private Providers

From: Scott McWilliams, Chief of Fiscal/Administrative Services

CC: Jordan Scheff, Commissioner, Peter Mason, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Operations Center Director, Regional Directors, Private ARDs, Resource Administrators, The Alliance, The Arc CT

Date: October 7, 2021

RE: FY 2021 Annual Report Submission Deadline Extended

The Department of Developmental Services (DDS) has extended the deadline for the submission of the FY 2021 Annual Report for Residential and Day Services to November 15th, 2021. This extension is applicable to FY 2021 only.

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 15th, 2021. 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 scott.mcwilliams@ct.gov