



State of Connecticut
Department of Developmental Services



Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Elisa F. Velardo
Deputy Commissioner

Operations Memo 2023-15

To: DDS Qualified Providers

From: Sean Bannon, Director, Operations Center

CC: Elisa Velardo, Deputy Commissioner, Scott McWilliams, Chief of Fiscal/Administrative Services, Regional Directors, Assistant Regional Directors, Resource Administrators

Date: November 15, 2022

Subject: ARPA HCBS Expenditure Reporting for FY 2023

Department of Developmental Services (DDS) qualified providers received ARPA-HCBS payments in March 2022 and October 2022. Please see tables below for expenditure reporting timelines and expense periods.

Payment Date	Initiative	% of ARPA HCBS Payment	Expense Period (Start and End Date)
March 2022	Temporary Provider Stabilization Funds	32.73%	July 1, 2022 - September 30, 2022
	DDS Workforce Stability Incentive	39.75%	April 1, 2022 - December 31, 2022
	DDS Stability and Infrastructure Improvements through Technology	27.52%	July 1, 2022 - June 30, 2023
October 2022	Temporary Provider Stabilization Funds	28.77%	July 1, 2022 - June 30, 2023
	DDS Workforce Stability Incentive	34.94%	July 1, 2022 - June 30, 2023
	DDS Stability and Infrastructure Improvements through Technology	36.29%	July 1, 2022 - June 30, 2023

Expense Period	Reporting Due Date
July 1, 2021 - June 30, 2022	August 31, 2022
July 1, 2022 - September 30, 2022	November 30, 2022
October 1, 2022 - December 31, 2022	January 30, 2023
January 1, 2023 - March 31, 2023	April 30, 2023
April 1, 2023 - June 30, 2023	July 31, 2023

For acceptable uses of ARPA HCBS funds, please refer to:

[Operations Center Memo FY22-22 ARPA memo to providers FINAL 4 19 22](#). While the timeframes for expenditures have shifted to FY 2023, the acceptable uses remain the same.

Please also find an updated ARPA - HCBS expenditure reporting template attached, which should be completed and submitted to your Provider Specialist by November 30, 2022. (Non-POS providers will complete and submit to Jamie Sienna @ Jamie.Sienna@ct.gov.)

Please note that providers who have received ARPA HCBS funds through both the contract and through the Fiscal Intermediaries should list the total amount received from both sources and report expenses based on the combined total.

Brief instructions for completing the ARPA HCBS Expenditure Report are below.

ARPA HCBS Expenditure Reporting Quick Guide

On the ENTRY ARPA Summary tab, please enter:

- **Provider name**
- **PIN**
- March 2022 and October 2022 **payment amounts** for each ARPA Initiative

On the ENTRY ARPA Cost Report tab, there are dropdowns provided to select the Initiative, Description, and Category. Please enter all expenses (including from the previous reporting period. You may copy and paste the information from your previous ARPA - HCBS expense report ENTRY ARPA Cost Report to the corresponding tab in the updated Cost report and then follow the instructions below.

Please enter:

- **Date of expenditure** – Please enter the date of purchase
- **Initiative** (Select from Dropdown) - as described in [Operations Center Memo FY22-22 ARPA memo to providers FINAL 4 19 22](#)
- **Description** – This field can be selected once the Initiative is determined. If you require a Description that is not in the predetermined list, you may select the “Other” option and provide additional detail in the Comment column
- **Category** – Please select from the predetermined list
- **Cost** - Amount of Expenditure

Please direct any questions to your Provider Specialist.