



State of Connecticut
Department of Developmental Services

DDS

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Elisa F. Velardo
Deputy Commissioner

Operations Memo 2023-05

To: DDS Qualified Providers

From: Sean Bannon, Operations Center Director

CC: Jordan Scheff, Commissioner, Elisa Velardo, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Scott McWilliams, Chief of Fiscal/Administrative Services, Regional Directors, Private ARDs, Resource Administrators, The Alliance, The ARC CT

Date: August 1, 2022

RE: **ARPA HCBS Reporting and Attestation**

This memo is to follow up on the Department's April 19, 2022 American Rescue Plan Act of 2021 Home and Community Based Services Provider Payments (ARPA HCBS) memorandum which stated providers will need to submit an attestation to retain the ARPA HCBS funding they received in March 2022. The attestation is included as the second page of this memorandum. This attestation must be completed and received by your provider specialist prior to receiving the next ARPA payment in September 2022. Please have your executive director electronically sign and email the attestation to their provider specialists no later than August 19, 2022. Additional ARPA HCBS payments to providers are tentatively scheduled for September 2023 and September 2024. Please note that attestations will also be required for these ARPA HCBS payments.

ARPA recipients also must complete quarterly reporting on allowable ARPA expenditures for the 1) *Temporary Provider Stabilization Funds*, 2) *DDS Workforce Stability Incentive* and 3) *DDS Stability and Infrastructure Improvements through Technology* payments.

All FY 2022 ARPA HCBS expenditures must be reported on the first quarterly report which is due August 31, 2022. Subsequent quarterly reporting shall be submitted to your provider specialist within 30 days immediately following the close of the preceding quarter. Failure to submit timely reporting may result in recoupment and/or forfeiture of future ARPA HCBS payments. Please note that in addition to quarterly reporting, providers will also need to attest to and report these ARPA expenditures on the Annual Report or other End of Year Expense Report.

American Rescue Plan Act of 2021 Home and Community Based Services Provider Payments Attestation

Items listed below have been pre-authorized by DDS. Any items not in the below list may be acceptable, but providers utilizing funds for such items assume the risk associated. Based on the approved ARPA HCBS spending plan and the associated Appendix K approved by the CMS on March 17, 2022, providers will be required to attest that the spending of such payments were for purposes that align with the ARPA HCBS spending plan.

- The Recipient shall apply ARPA funding to support only the following expenses:
 - 1) Temporary Provider Stabilization Funds**
 - i. Overtime costs due to the pandemic and workforce shortage
 - ii. Time limited position costs due to the pandemic and workforce shortage
 - iii. Temporary staffing costs due to the pandemic and workforce shortage
 - iv. Additional staffing costs related to Electronic Visit Verification (EVV) implementation during the pandemic and workforce shortage
 - v. Staff increases to ensure retention of employees outside of the CT Wage Bill
 - vi. Increased administrative costs due to the pandemic and workforce shortage
 - 2) DDS Workforce Stability Incentive**
 - i. Staff hiring incentives
 - ii. Staff retention incentives
 - iii. Staff referral incentives
 - 3) DDS Stability and Infrastructure Improvements through Technology**
 - i. Cost of purchased, rented or leased hardware (PCs, Servers, Tablets, Cell Phones) or other technology to modernize business systems
 - ii. Technology purchases made for EVV, including the cost of internal system modifications
 - iii. Software Purchases and/or Licensing Costs
 - iv. IT Consultants
 - v. IT staff that are working on system improvements and/or agency system's infrastructure
- The Recipient agrees to comply with all federal reporting requirements that may be specified by the U.S. Department of the Treasury, as well as from the contracting agency and the Office of Policy and Management (OPM) distributions, reporting and other standards and policies that have been established.
- The Recipient acknowledges that this payment is subject to audit, agrees to disclose this attestation during audit, agrees to cooperate fully with any audits, and that any funds not spent in accordance with applicable requirements are subject to recovery and recoupment.
- The Recipient acknowledges that an attestation verifying that the agency has backup for the expenditures and that the expenditures meet the ARPA guidance will also need to be signed as part of submitting annual cost reports.
- The Recipient agrees to promptly repay any funds that were used for unauthorized purposes or inappropriate Expenditures.

I hereby swear/affirm that the above info is true to the best of my knowledge and belief.

Printed Name

Signature

Date