



State of Connecticut  
Department of Developmental Services

DDS

Ned Lamont  
Governor

Jordan A. Scheff  
Commissioner

Elisa F. Velardo  
Deputy Commissioner

**Operations Memo 2023-06**

**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:** August 24, 2022  
**Subject:** ARPA HCBS Expenditure Report

The Department of Developmental Services (DDS) notified Qualified Providers on August 1, 2022, via [Operation Center Memo FY23-05 ARPA Memo and Attestation](#) of quarterly reporting requirements for American Rescue Plan Act (ARPA) – HCBS funding that providers received in March 2022 for expenses incurred in FY 2022, and FY 2023\*.

\*For information on allowable ARPA expenditure timeframes for the March 2022 payment, please refer to: [Operation Center Memo FY22-24 ARPA Provider Payments](#).

For acceptable uses of ARPA HCBS funds, please refer to: [Operations Center Memo FY22-22 ARPA memo to providers FINAL 4 19 22](#)

Please also find the ARPA - HCBS expenditure reporting template, which should be completed and submitted to your Provider Specialist by September 7, 2022. (Non-POS providers will complete and submit to Jamie Sienna @ [Jamie.Sienna@ct.gov](mailto:Jamie.Sienna@ct.gov).) Brief instructions for completing the ARPA HCBS Expenditure Report are on page 2 of this memo.

## **ARPA HCBS Expenditure Reporting Quick Guide**

On the ENTRY ARPA Summary tab, please enter:

- **Provider name**
- **PIN**
- March 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:

- **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.