



State of Connecticut
Department of Developmental Services



Jordan A. Scheff
Commissioner

Elisa F. Velardo
Deputy Commissioner

Operations Memo 2024-10

To: DDS Qualified Providers
From: Sean Bannon, Director, Operations Center
CC: Jordan Scheff, Commissioner, Elisa Velardo, Deputy Commissioner, Nicholas Jerard, CFO, Regional Directors, Assistant Regional Directors, Resource Administrators
Date: December 1, 2023
Subject: ARPA HCBS Expenditure Reporting for FY 2024

Department of Developmental Services (DDS) qualified providers received ARPA-HCBS payments in March 2022, October 2022 and October 2023. Please see tables below for expenditure reporting timelines and expense periods.

Table with 4 columns: Payment Date, Initiative, % of ARPA HCBS Payment, Expense Period (Start and End Date). Rows include data for March 2022, October 2022, and October 2023 across three initiatives: Temporary Provider Stabilization Funds, DDS Workforce Stability Incentive, and DDS Stability and Infrastructure Improvements through Technology.

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Southbury Training School: ddct.sts@ct.gov
An Affirmative Action/Equal Opportunity Employer

North Region: ddct.nr@ct.gov
South Region: ddct.sr@ct.gov
West Region: ddct.wr@ct.gov

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
July 1, 2023 - September 30, 2023	October 31, 2023
October 1, 2023 - December 31, 2023	January 30, 2024
January 1, 2024 - March 31, 2024	April 30, 2024
April 1, 2024 - June 30, 2024	July 31, 2024

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 the dates on page 1 of this memo, 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 January 30, 2024 for the reporting period ending December 31, 2023. (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.

ARPA HCBS funds that are not expended within the applicable timeframe and categories are subject to recoupment. Provider Specialists continue sending recoupment emails to providers for Temporary Provider Stability and DDS Workforce Stability Incentive funds for expenditure periods that have passed.

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, October 2022 and October 2023 **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. Please 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.