Operations Center Memo FY2026-34

To: DDS POS Contracted Qualified Providers

From: Sean Bannon, Operations Center Director

CC: Jordan Scheff, Commissioner, Elisa Velardo, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Nicholas Jerard, CFO, Regional Directors, Private ARDs, Resource Administrators, The Alliance, The Arc CT

Date: June 5, 2026

RE: FY 25 Revenue Retention Update

FY 2025 Revenue Retention requests are now open to providers on the DDS Gateway.

Please note the following:

- Operation Center Memo 2026-28 and 2026-19 note the timeframes for Revenue Retention requests/use by fiscal year.
- Requests to use retained funds in FY 2026 is available through August 31, 2026.
- Any requests to modify Revenue Retention requests for a "closed fiscal year" will only be approved if there is a net zero impact on that closed fiscal year's Annual Report. (For example, repurposing the use of $10,000 from one project to another may be allowed, but changing the amount to a value other than $10,000 will not be allowed).
- Approved Revenue Retention costs should only be reported on the Revenue Retention report and NOT on the Annual Report.
- Providers may want to group individual purchases into one specific project request. (For example, $20,000 to renovate a bathroom, versus listing each item purchased separately for that project).

Instructions on utilizing the DDS Gateway Revenue Retention interface are included on the following pages.

Please direct any additional questions to sarah.ullom-minnich@ct.gov.

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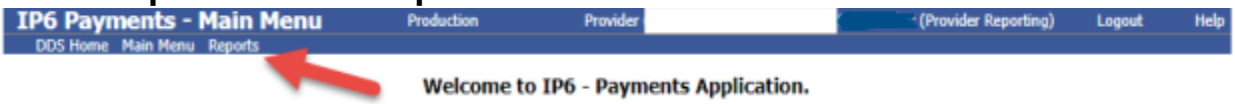
Log into DDS Gateway and select "Provider Reporting" under IP6 Payments:

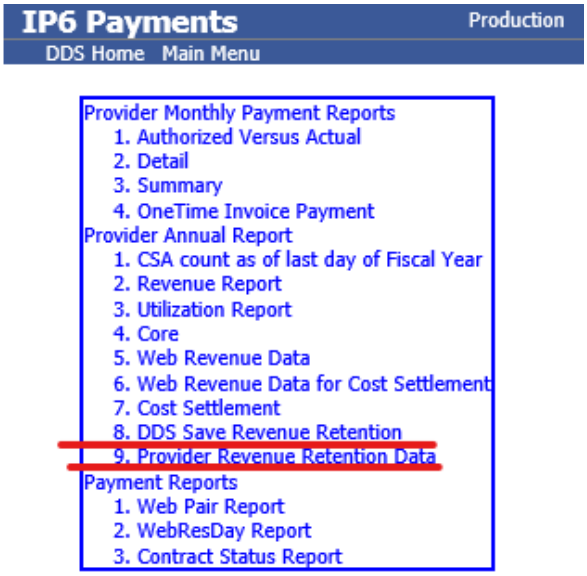
Select "Reports" from the top menu:



Select one of the following items from the list:

8. DDS Save Revenue Retention

9. Provider Revenue Retention Data



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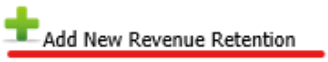
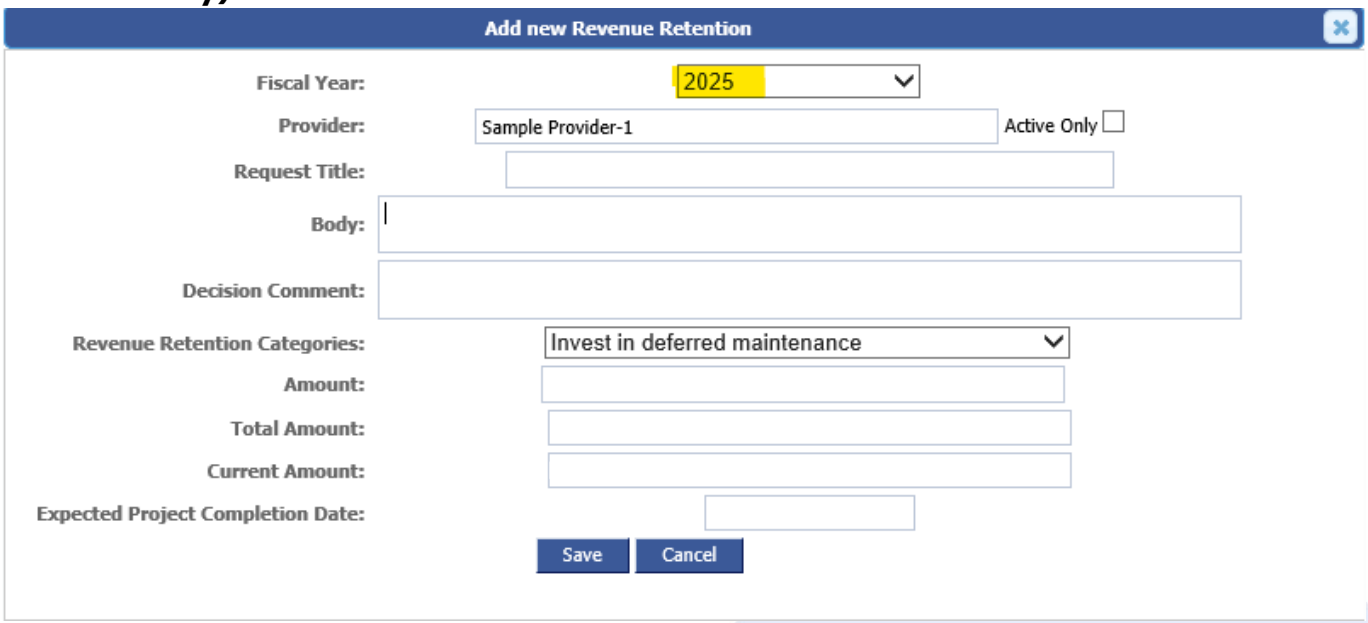
For DDS Save Revenue Retention, select "Add New Revenue Retention".



Then select the applicable fiscal year, for example, "2025" from the Fiscal Year drop down. ("Provider" name, "Total Amount" and "Current Amount" should populate automatically).



Enter the "Request Title". For example, "FY 25 – Vehicle Purchase".

Provide a brief description of how you would like to use the retained revenue. Provide enough detail so that the reviewer knows what you are purchasing. Please include location of project expenditures.

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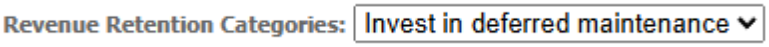
Select the "Revenue Retention Category" that best fits the proposed expenditure from the dropdown.



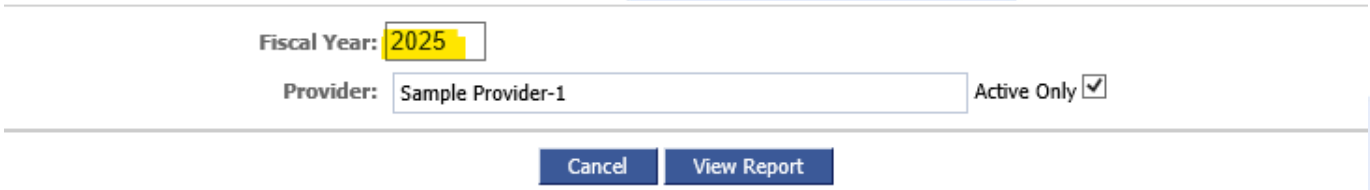
Please enter the "Amount" of the expenditure.

The "Total Amount" is the total amount of retained revenue that can be utilized (with an approved plan) for the fiscal year selected.

The "Current Amount" is the balance to be utilized and is calculated using the "Total Amount" less any approved or pending revenue retention requests for the selected fiscal year.

Please enter the "Expected Project Completion Date."

To view Provider Revenue Retention Data, type "2025" in the fiscal year box and click on "View Report"



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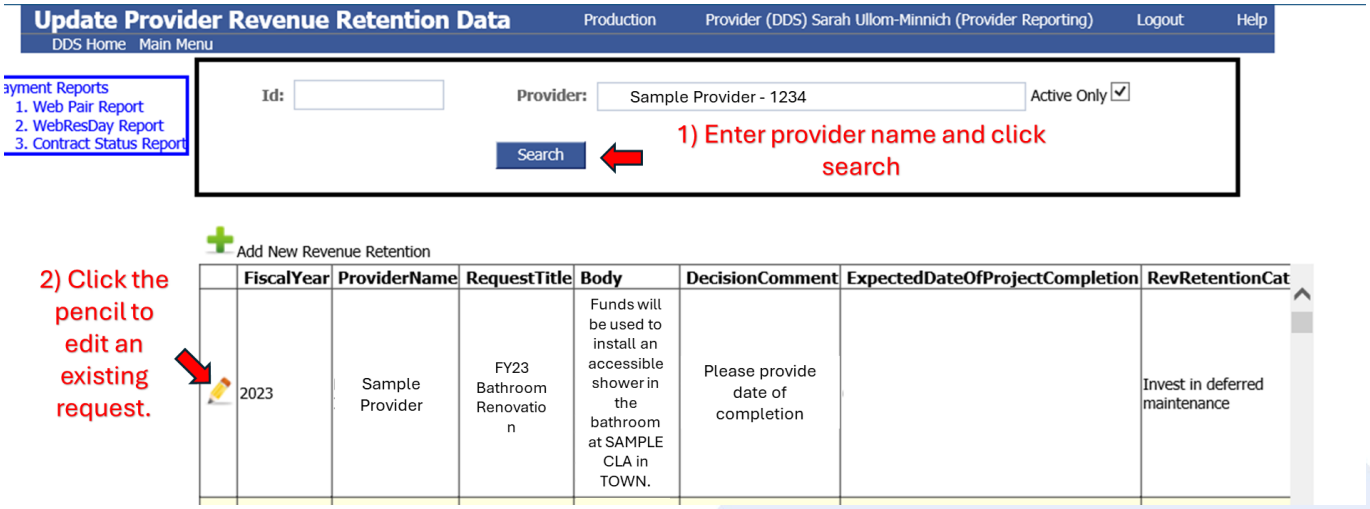
An Excel file will open with your agency's Revenue Retention Data, with one of 3 approval statuses – Approved, Denied or Pending. (Rows without an Approved or Denied indication are in Pending status).

Id	FiscalYear	Pin	ProviderName	RequestTitle	Body	ExpectedDateOf ProjectCompletion	DecisionComment	RevRetentionCategory	Amount	Approved
1	2025	1	Sample Provider-1	FY 25 Rev Ret - Vehicles	Use funds to purchase an accessible vehicle for ABC CLA	5/14/2025	FY 25 RR must be used in FY 26 or later	Make asset improvements	138000	Denied
2	2025	1	Sample Provider-1	FY 25 Rev Ret - Capital Improvements	Kitchen and bath upgrades $20,123, flooring $5,555 at ABC CLA	12/1/2026		Invest in deferred maintenance	75550	Approved
3	2025	1	Sample Provider-1	FY 25 Rev Ret - Staff Training	Provide Customized Employment training to 3 staff	12/1/2026		Strengthen program quality	75550	
4	2025	1	Sample Provider-1			12/1/2026	Need Request title and body	Strengthen program quality	71310	Denied

If you submit a request with an error and need to edit it, return to the <u>8. DDS Save Revenue Retention</u> page and follow the steps below:



If you need a request to be deleted entirely, please email the current operations center contact for revenue retention (see memo above).