Commissioner Elisa Velardo
Department of Developmental Services

CONNECTICUT

Operations Memo FY2027-01

To: DDS Qualified Providers

From: Sean Bannon, Operations Center Director

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

Date: July 17, 2026

Subject: One Time Authorizations

In years past, DDS has implemented documentation timelines for the payment of approved one-time authorizations. These changes were made to maximize resources and more effectively account for actual provider expenditures. DDS is implementing these timelines for the foreseeable future. It is important for all private providers to adhere to the established dates. Providers are asked to disseminate this email to the appropriate person or persons in your agency.

As a reminder, payments can only be made through an approved authorization. If a provider has an understanding with the region for a payment for staffing and/or other costs for a particular site, home or program but, to date, have not received an authorization, then the provider should contact either the resource administrator or private ARD immediately. If an agency provides supports without an authorization, reimbursement for those supports will only be paid under the guidelines issued in Operations Center Memo 2014-04. All payments will be executed based on the proper documentation for one-time support services. Estimated payments are not an acceptable approach for processing one-time payments. Please note that:

- DDS analyzes each request and only approves requests that meet the criteria outlined in the One-time Procedure.
- Payment for all one-times is based upon availability of funding per the DDS One-time Procedure. Approved one-time payments may be delayed to the end of the fiscal year when the Department is experiencing fiscal constraints.

- Providers should adhere to the following guidelines in order to ensure payment of one-times:

  For FY 2026:

  - **Supporting documentation for all one-time authorizations for supports provided in FY 2026 should be submitted no later than July 22, 2026**. One-time authorizations for supports provided in FY 2026 will be closed as of July 22, 2026 and no further payment activity will be authorized without prior approval of the Operations Center.

  For FY 2027 and future years:

  - Supporting documentation of actual expenses for all one-time authorizations for supports provided between July 1 - September 30 should be submitted **no later than October 31**.
  - Supporting documentation of actual expenses for all one-time authorizations for supports provided between October 1 - December 31 should be submitted **no later than January 31**.
  - Supporting documentation of actual expenses for all one-time authorizations for supports provided between January 1 - March 31 should be submitted **no later than May 1**.
  - Supporting documentation of actual expenses for all one-time authorizations for supports provided between April and May should be submitted **no later than June 15**.
  - Supporting documentation of actual expenses for all one-time authorizations for supports provided in June should be submitted **no later than July 15**. One-time authorizations for supports provided for June will be closed as of July 15 and no further payment activity will be authorized without prior approval of the Operations Center.
  - Providers that received start-up authorizations for the opening of a new CLA must submit documentation of actual expenditures no later than 60 days after the home is opened. Start-up authorizations will be closed 60 days after the home is opened and no further payment activity will be authorized without prior approval of the Operations Center.