

Operations Center Memo FY2025-06

To: DDS 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: October 21, 2024

RE: FY 2024 Revenue and Annual Report Extension Update

Based on questions received from the Nonprofit Alliance's Business Manager Forum, the Department of Developmental Services (DDS) is providing additional guidance on the Annual Report due date and various sources of revenue as described below:

- The **Annual Report due date** has been extended until November 20, 2024.
- **ARPA One Time Provider Stabilization** (SID = 28033) paid through a Beneficiary Agreement for losses incurred in FY 2020 through FY 2022, due to the pandemic:
 - Considered federal funds.
 - CFDA/Assistance Listing Number (ALN) for ARPA State Fiscal Recovery Funds= 21.027.
 - Subject to any federal requirements of beneficiary agreements for federal funds.
 - ARPA One Provider Stabilization Costs and Revenue should not be reported on the FY 24 Annual Report.
- **FY 2024 Benefit Pool:**
 - Should be reported on the Annual Report.
 - Expenses can either be included in typical benefit lines on "27-Summary Employee" or broken out and reported on the Employee Schedule (Page 27, Line 6 – "Other").
 - Both methods allow costs to flow through to service tabs, such as CLA, CRS, etc.
 - The Revenue Template has been updated to include FY 24 Benefit Pool costs in the program lines.
 - Should be used for the same items approved for FY 2023 Benefit Pool.
 - Separate attestation and cost settlement process.

- **Provider Bonus** (SID = 16294):
 - Should be reported for costs and revenue, the same way as other funding paid through the rates.
- **FY 2025 One Time ARPA:**
 - Should be spent the same way as other funding paid through the rates and coded to FY 2025 expenditures.
- **Funding Guidelines/New Rates** (Issued October 8, 2024):
 - New rates will be in November's payment for September attendance.
 - Retro payment (to July 1, 2024) is planned for December 2024.
- **Revenue Retention** (FY 2023):
 - Will not be approved before the FY 2024 Annual Report is due.
 - Therefore, expenses that you plan on coding to the Revenue Retention process for FY 2024 should still be reported in their expense categories on the FY 2024 Annual Report. (Retroactive requests may or may not be approved).
 - If retroactive FY 2023 Revenue Retention requests are approved, DDS will work on a process for amendments or addendums to the FY 2024 Annual Report.
 - Several steps for providers with FY 2023 Revenue Retention in the Compliance Supplement will be affected and should be marked as "NA" for this year. (This would not be the case for approved FY 2022 Revenue Retention).
- **Revenue Template** (FY 2024) Updates. New template:
 - Includes Benefit Pool funding in the service lines.
 - Removes Coronavirus relief Fund (CRF) recoupment data from the service lines to the "Recoupment" line.
 - Please be sure to use the most recent revenue template to ensure that all data is coded to the correct program.
- **Web Revenue Data Report** continues to be available for download.
 - Instructions on how to access the Revenue Report is in [Operations Memo FY2025-04](#).
- **CORE Report** is now also available for download.

Please direct any questions to your Provider Specialist.