# Operations Center Memo FY2025-12

**TO:** DDS Qualified POS Providers

**FROM:** Sean Bannon, Director, Operations Center

**CC:** Jordan Scheff, Commissioner Elisa Velardo, Deputy Commissioner; Katie Rock-Burns, Chief of Staff; Nicholas Jerard, CFO; Karri Filek, Director of Family Support Strategies; Amber Carter, Director, Employment & Day Services Unit; Regional Directors; Private ARDs; Resource Administrators; The Alliance, The ARC CT

**DATE:** March 3, 2025

**RE:** Fiscal Account Management Memo

Under the leadership of Commissioner Scheff, the Department of Developmental Services (DDS), is committed to expanding support for individuals interested in self-employment.

Effective May 1, 2024, DDS released the Micro-Enterprise one-time funding for individuals to access small business start-up funds through Micro-enterprise Start-ups via One-time Funding. This allows providers, on behalf of the individual, to request funding up to $5,000 per identified individual to act on an entrepreneurial idea and establish a small business enterprise. Previous to the May 2024 memo, individuals had the opportunity to apply for Innovative Employment Opportunity grants Innovative Employment Opportunity NOO.

This communication is to detail an opportunity for qualified providers to assist individuals who have been selected for the Micro-Enterprise one-time funding with fiscal account management. DDS understands that some individuals may require assistance in order to manage the funds and assist with the start up and ongoing support of the business.

Effective March 1, 2025, Qualified Provider agencies who provide this Fiscal Account Management, for individuals awarded the Micro-Enterprise one-time funding and the Innovative Employment Opportunity Grant recipients will be eligible to receive $400 a month for this support. This Fiscal Account Management should be reviewed and approved by the team and will require a Contract Service Authorization. Providers will provide Fiscal Account Management to awardees; including but not limited to collection, disbursement, and record keeping of all funds from the Micro-Enterprise.

Individuals may continue employment support with their current provider, while gaining fiscal account management from another provider, or may receive both from the same provider. Individuals may exercise choice and arrange their employment support and Fiscal Account Management support, as needed. This memo informing Providers of this new service to provide Fiscal Account Management does not take the place of our Fiscal Intermediary.

**Fundaments of Expectations**:

1. Providers must have the capacity and knowledge base to support awarded individuals with Fiscal Account Management for their businesses.
2. Provide Fiscal Account Management to the awardees of the Micro-enterprise one-time funding.
3. Provide Fiscal Account Management to the awardees of the Innovative Employment Opportunity Grant.
4. Support awardees with the collection of funds from DDS.
5. Disburse funds awarded and earned through business revenue on item(s) needed to operate the business.
6. Record/Bookkeeping of disbursed funds from the business.
7. Management of administrative operations associated with the individual's business may include, based upon the team's decision, but is not limited to
    a) Legal filings
    b) Tax filings/compliance
    c) Payroll
    d) Expenditure Reports

**$4,800/yr. (per individual)**

1. These funds will be issued as the payment for service, for each individual receiving Fiscal Account Management.
2. These funds will be disbursed monthly ($400).
3. Fiscal Account management will be billed via WebResDay.
4. These funds will be subject to revenue retention.

Funds are NOT permitted under the following:

1. Funds may not be used for the wages of the individual.

2. Funds are not permitted to be used toward debt repayment.

**Fundaments of Ongoing Commitments/Reporting Requirements**

A. Provider agencies will assist micro-enterprise businesses, once established, in meeting all business requirements.

B. Provider agencies will provide monthly expenditure reporting to individuals receiving account management, and report quarterly to the Employment and Day Services (EDS) unit or upon request. The expenditure report will represent a 3-month summary of the reports provided to the individual and family/guardian.

C. Upon receiving quarterly expenditure reports, the Employment and Day Services unit will compile the reports and share regionally for further review and follow up as needed.

D. Once grant funding from the Micro-enterprise and/or Innovative Opportunity grant becomes exhausted, the quarterly expenditure report no longer needs to be submitted to EDS. In addition to the other tasks outlined under fundamentals of expectations, above, the FAM will need to continue *expenditure reporting* to the individual/team.

E. Funding shall continue for as long as Fiscal Account Management services are provided to the business. Providers receiving funding through monthly payments as DDS revenue shall also record applicable expenses on their Annual Report.

**Getting started: Once an individual has been notified that they have been approved for an Innovative Employment Opportunity Grant or a Micro-Enterprise Grant, the agency that will be providing FAM support will be identified by the individual. The Case Manager will submit a PRAT request with the agency providing FAM support, a start date, and a copy of the award letter.**

Questions regarding the new funding structure can be directed to your agency's DDS resource manager. Questions regarding this memo can be sent to DDS.Employment-DayServices@ct.gov.