Commissioner Jordan A. Scheff
Department of Developmental Services

CONNECTICUT

Operations Center Memo FY2026-18

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: December 22, 2025

RE: FY 22-FY 24 Revenue Retention Reporting Requirement

This memo is to orient you on the Revenue Retention Reporting Requirement, first announced in Ops Center Memo FY2026-11. Reporting on spent funds is now required for FY22 – FY24 approved Revenue Retention Projects, covering expenses in fiscal years 2023, 2024, and 2025.

Please return the completed Revenue Retention Reporting Template to your provider specialist no later than January 30, 2026.

Next Steps:

- You will receive a pre-filled attestation from your provider specialist with tabs for FY22, FY23, and FY24. On each tab will be the list of all the revenue retention projects you have submitted and been approved for using revenue from that fiscal year.
- You will be asked to provide an update on each approved project, including:
    - **Total spent for each project by fiscal year spent -** Total spent for each line during each of the following fiscal years: FY23, FY24, and FY25.
    - **Total spent for each project by service type -** You will also be asked to report your expenses for each approved project by service type (CLA, CRS, Day, etc.) Totals by service type do not need to be divided by fiscal year spent.
- Please complete the required information for every approved revenue retention project listed on each of the tabs. If there are years in which you did not have any approved revenue retention projects, some of the tabs may be blank.

Please remember:

- Revenue retained during a fiscal year cannot be spent in the same year it was retained. Expenses for an FY23 revenue retention project must take place in FY24 or FY25.

- The total amount spent across all fiscal years and the total amount spent across all service types for each project should match. If they do not match, the error check column will flag that you need to check your calculations. Please make sure that the error check column does not show any errors before submitting. Reports with errors will need to be corrected and re-submitted.
- The report contains an instructions tab that will give you additional guidance on filling out the report. If you have questions after viewing your report, please email sarah.ullom-minnich@ct.gov for assistance.