



State of Connecticut
Department of Developmental Services

DDS

M. Jodi Rell
Governor

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Commissioner

Kathryn du Pree
Deputy Commissioner

To: Executive Management Team
Regional Directors
Assistant Regional Directors
Self Determination Directors
Quality Improvement Directors
Resource Administrators

From: Kathryn duPree, Deputy Commissioner *Katyn*

Date: June 12, 2009

Re: Revised DDS Procedure: Individual Support Agreement Fiscal Management

Attached is a copy of the DDS revised procedure:

I.C.2.PR.008 Individual Support Agreement Fiscal Management

This procedure was updated to reflect the following changes:

Updated Expenditure Report Format Issued by Fiscal Intermediaries, Updated Fiscal Intermediary Choice form and process, updated Individual Budget Termination form and standardized program fund reporting format by Fiscal Intermediaries to DDS business offices.

Please ensure that a copy of each procedure is filed in the DDS Manual, Part I, Service Delivery, Section C Services and Supports, Subsection: Individual Support. *Be sure to remove the now outdated previously revised version I.C.2.PR.008 rev. April 30, 2005 from the DDS manual as well.*

An updated Table of Contents is being forwarded for your reference and filing.

Please note that for DDS staff, these policies and updated Table of Contents are also available for reference on the DDS LAN-J Drive in the "DDS Manual" folder.

These procedures shall be shared with those staff involved with specific Individual Budget implementation responsibilities as well as other Agency staff as appropriate.

If you have any questions, please contact Mickey Verno at (860)418-6140 or e-mail at Michael.Verno@po.state.ct.us