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State of Connecticut
Department of Developmental Services



Morna A. Murray, J.D.
Commissioner

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Deputy Commissioner

Operations Center
Memo 2016-03

TO: Private Providers

FROM: Peter Mason, Operations Center Director

CC: Morna Murray, Commissioner, Jordan Scheff, Deputy Commissioner, Cres Secchiaroli, Finance Administrator, Regional Directors, Assistant Regional Directors, Resource Administrators, Mary Fuller, CCPA, CT Non-Profits, ARC/CT

DATE: August 13, 2015

SUBJECT: One Time Authorizations

As we begin the 2016 fiscal year, I want to inform you of some changes regarding the one time authorization process. These changes are being made to maximize resources and more effectively account for actual provider expenditures. DDS will need the cooperation of your agency in order for this to happen. 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 Operational Center memo FY2014-04. 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.

- DDS will be analyzing each request and approving only the most critical of need.
- Payment for all one-times is based upon availability of funding per DDS One Time Procedure.
- All one time authorizations for supports provided for July 1- September 30, 2015 should submit documentation **no later than October 31, 2015**. One time authorizations for supports provided for July 1- September 30, 2015 will be closed as of October 31, 2015 and no further payment activity will be authorized.

- All one time authorizations for supports provided for October 1- December 31, 2015 should submit documentation **no later than January 31, 2016**. One time authorizations for supports provided for October 1- December 31, 2015 will be closed as of January 31, 2016 and no further payment activity will be authorized.
- All one time authorizations for supports provided for January 1- March 31, 2016 should submit documentation **no later than April 30, 2016**. One time authorizations for supports provided for January 1- March 31, 2016 will be closed as of April 30, 2016 and no further payment activity will be authorized.
- All one time authorizations for supports provided for April 1 - May, 31, 2016 should submit documentation **no later than June 10, 2016**. One time authorizations for supports provided for April 1 - May 31, 2016 will be closed as of June 30, 2016 and no further payment activity will be authorized.
- All one time authorizations for supports provided for June 1 – June 30, 2016 should submit documentation **no later than July 15, 2016**. One time authorizations for supports provided for June will be closed as of July 31, 2016 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.