



**State of Connecticut**  
**Department of Developmental Services**

Dannel P. Malloy  
Governor

Jordan A. Scheff  
Commissioner

Peter Mason  
Deputy Commissioner

**To:** Purchase of Services Contracted Private Providers

**From:** Scott McWilliams, Chief Fiscal Officer

**CC:** Jordan A. Scheff, Commissioner, Peter Mason, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Regional Directors, Private ARDs, ARC of CT, The Alliance

**Date:** June 9, 2020

**Subject:** Small Business Administration Paycheck Protection Program Loans

The Department of Developmental Services (DDS) is aware that some of its private providers received paycheck protection program (PPP) loans from the Small Business Administration (SBA). The purpose of this memo is to provide guidance about how to report these loans on DDS annual reports and end of year expense reports. Providers should report any SBA PPP loans spent as revenue in the year the funds were spent. Providers that received a SBA PPP loan in fiscal year (FY) 2020, but did not spend the funds should report it as a loan for FY 2020.

Here are some possible scenarios:

1. Provider A receives an \$100,000 SBA PPP loan in FY 2020 and spends \$60,000 in FY 2020. The \$60,000 should be reported as revenue in FY 2020 and the balance of \$40,000 as a loan. Assuming the balance of \$40,000 is spent in FY 21, it would be reported as an expense in that year.
2. Provider B receives an \$100,000 SBA PPP loan in FY 2020 and spends nothing in FY 2020. The \$100,000 should be reported as a loan in FY 2020.