



State of Connecticut  
Department of Developmental Services

**DDS**

Ned Lamont  
Governor

Jordan A. Scheff  
Commissioner

Peter Mason  
Deputy Commissioner

**Operations Memo 2021-06**

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

**From:** David David, Director of Service Development and Support

**CC:** Jordan Scheff, Commissioner, Peter Mason, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Scott McWilliams, Chief of Fiscal/Administrative Services, Regional Directors, Private ARDs, Resource Administrators, The Alliance, The Arc CT

**Date:** December 8, 2020

**RE: Contract Extension**

This memo serves as notice to POS Contract providers that the Department of Developmental Services (DDS) is extending the contract period set to expire on December 31, 2020 to June 30, 2021. DDS will be extending the current contract to June 30, 2021 to allow providers and DDS to focus on the health and safety of individuals and staff during the COVID-19 pandemic.

Please ensure that the signatory for your agency has an active user account in CORE and matches the name of the signatory provided to your assigned Provider Specialist. In addition, each provider should ensure that their signatory is aware and available to review the document and submit their signature on or before December 28, 2020.

Please note the addition to the contract boilerplate below:

B(3)(a) Monthly Reports of Attendance - The Contractor shall submit web-based per unit/diem attendance reports to the DDS by the 5th day of each month following the performance of services for applicable programs  
i. Contractors identified by the State of Connecticut as required to enter attendance related data electronically in to an Electronic Visit Verification (EVV) database shall do so at the instruction of the DDS.

DDS cash advance (amendment B of the contract) and Bridge Funding shall be reconciled prior to the renewal of the contract scheduled for July 1, 2021.

General and technical questions regarding contract extension amendments should be communicated to your assigned Provider Specialist.