**Background:** Administrative Payments are available to Day providers of the Department of Developmental Services (DDS) that continue offering care coordination and remote services to individuals. Providers must affirm the delivery or development of remote services and supports in accordance with guidelines published by DDS on April 8, 2020.

**Affirm Services:** Providers must attest that they are currently delivering, or are developing a plan to deliver, remote services for each service class where they hold contracts. Providers must verify what services will be delivered or developed below and return this document to [DDSPOSProcurement@Mass.gov](mailto:DDSPOSProcurement@Mass.gov). Providers must submit a separate attestation for each legal entity that holds contracts with DDS. Scanned signatures or electronic signatures (name typed below) will be accepted, and original copies are not required.

Please mark “X” for services your organization will deliver remotely:

DDS Community Based Day Supports (Activity Code 3163)

DDS Individual Supported Employment (Activity Code 3168)

DDS Group Supported Employment (Activity Code 3181)

**Provider Attestation:**

As an important partner to DDS in responding to the COVID-19 public health emergency, I hereby affirm that my organization will make all reasonable efforts to develop, plan, and provide remote Day services and supports in accordance with guidelines published by DDS in April 8, 2020 and I understand that the reported provision thereof is conditional to receive 80% Administrative Payments.

**Signature:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

**Provider:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.