



## DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

# DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

## ARPA QUARTERLY REPORTING

Target Audience - Qualified Vendors and Providers

Transmittal Date - 07/07/2022

As communicated in vendor announcements in March and May 2022, AHCCCS received federal approval to allocate one-time funding to recruit and retain a knowledgeable and well-trained workforce as part of its American Rescue Plan Act (ARPA) spending plan. Maintaining and strengthening the direct care workforce through time-limited payments to providers is the most straightforward strategy to incentivize workers to enter or remain in the workforce. This funding is intended to assist Qualified Vendors retain and recruit direct care staff.

Qualified Vendors receiving this funding are required to Complete and submit quarterly ARPA Workforce Development Directed Payment reports as outlined on the [Division's ARPA webpage](#). Currently, there are three quarters that Qualified Vendors need to complete reporting for. Qualified Vendors should use the links below to complete the report for the designated quarter.

- [Quarter Ending December 31, 2021](#)
- [Quarter Ending March 31, 2022](#)
- [Quarter Ending June 30, 2022](#)

These three reports must be completed by September 30, 2022 in order to be accepted by the Division. Moving forward all quarterly reports will be due 45 days after the end of the reporting quarter. The information included in the reports will be used by DDD's auditing unit to ensure Qualified Vendor compliance with the requirements also outlined on the [Division's ARPA webpage](#).

Qualified Vendors are encouraged to make a copy of this Google Sheet and use it to track their submissions. The first tab includes instructions.

Please submit any questions about these reports [DDDBusinessOperationsComments@azdes.gov](mailto:DDDBusinessOperationsComments@azdes.gov).