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Kay Ivey
Governor

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Commissioner

MEMORANDUM

26-DD-16

TO: Direct Service Providers & Support Coordination Agencies

FROM: Camille Cumuze, Associate Commissioner
ADMH-Division of Developmental Disabilities 

DATE: October 7, 2026

SUBJECT: Workforce Provider Data Request- Wage Compliance Documentation Example

This memorandum serves as a follow-up to the guidance issued on September 30, 2026, titled *Workforce Provider Data Request – Wage Compliance Documentation*. In response to questions received since that communication and to further support providers in completing the Annual Wage Report, we are providing additional clarification.

Attached is an example Excel spreadsheet that demonstrates the appropriate format and level of detail expected in the wage report submission. Providers may use this spreadsheet as a reference tool to assist in preparing their report. Providers are strongly encouraged to utilize this spreadsheet to promote accuracy and consistency across submissions.

We recommend reviewing the example carefully to ensure your report aligns with the required reporting standards. If you have any additional questions or need further guidance, please contact your Regional Fiscal Manager.

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cc: Barbra Huguley, ADMH-DDD Director of Community Programs
Sekeena Holt, ADMH-DDD Director of Fiscal Operations
Francilla Allen, ADMH-DDD Director of Support Coordination
ADMH-DDD Regional Fiscal Managers
ADMH-DDD Regional Community Services Directors

