

Direct Support Professional (DSP) Wage Reporting Instructions

On January 1, 2026, based on an FY26 DSP wage increase, the Division increased reimbursement rates for the following Community Care Program and Supports Program services: Career Planning, Community Based Supports, Community Inclusion Services, Day Habilitation, Individual Supports, Prevocational Training, Respite, and Supported Employment.

Providers approved by DDD and Medicaid to provide any of these DDD-funded services, as of July 1, 2025, are required to submit a report to DDD showing they used the extra funding to increase the base wage of every Direct Support Professional (DSP) and DSP supervisor.

Required Report Template

- FY26 DSP Wage Report Template
- Example of Completed Wage Report (for guidance)

How to Fill Out the Report Template

Using unique employee IDs, enter employees on the "Wages" sheet in one of the following ways:

- Enter every employee paid in 2025 and every employee paid in 2026. (As long as they all have unique employee IDs, the file will automatically identify employees paid in both years and calculate their wage increase.)
- Enter **only** employees paid in **both** 2025 and 2026.

Follow these steps:

1. Fill in the "Cover Sheet" tab:
 - Cell B1: Provider Name
 - Cell B2: Federal Tax ID used for MMIS billing
 - Cells B3–B6: Reporting Officer's name and contact information (title, phone, email)
2. Add the wage reporting dates on the "Cover Sheet" tab:
 - Cell B9: Last day of the pay-period used to report the base wage before January 1, 2026
 - Cell B10: Last day of the pay-period used to report the base wage after January 1, 2026
3. Fill in the "Wages" tab, starting on Row 4:
 - Employee ID
 - Base hourly wage for 2025
 - Base hourly wage for 2026
4. Check automatically calculated wage increases.
5. Check the automatically calculated summary data on the "Summary" tab.
6. **Submit report to DDD.DSPWageReports@dhs.nj.gov by December 11, 2026.**
(This is a new email address specifically for these reports. Please do not submit DSP wage reports to any other email address.)