



WRC Work Services Vendors (Service Codes 954, 952, 950):

Please be sure to follow required process and submit the necessary forms for your work services to WRC and DDS. Submitting this documentation is a work service provider vendorization and regulatory requirement.

See information and instructions on DDS website [HERE](#) and in detail below:

- Forms for WRC accounting are sent to: ebill@westsiderc.org
- Hab/IHSP forms should be sent to the individual client's SC semi-annually
- Forms for DDS should be sent to WorkServices@DDS.CA.GOV

SEP/WAP Work Services Forms

These forms are to be used by work service (*formerly Habilitation*) providers and regional centers to process Work Services information. The Excel forms can be downloaded and completed using the Microsoft Excel spreadsheet program. The PDF instructions can be downloaded and printed using the [Adobe Acrobat Reader](#). For further information, please read the instructions accompanying each form.

Program Advisory: [Student Eligibility for Habilitation Services for DS 1964, DS 1971 & DS 1972](#)

Supported Employment Program -- Individual Forms

DS 1961 SEP - SEP/Individual Habilitation Services Plan

This form is the standardized service plan Supported Employment Program (SEP). Providers use to implement the consumer's vocational goals of the Individual Program Plan (IPP).

Users: SEP service providers.

[DS 1961 SEP \(6/2016\)](#) (Excel)

[Instructions \(6/2016\)](#) (PDF)

DS 1972 SEP IP - SEP/Supported Employment Individual Placement Consumer Monthly Report

Outcome data for consumers provided Supported Employment Program-Individual Placement services is documented on this form.

Users: SEP Services Providers; Regional Center can preload consumer names and identification numbers.

[DS 1972 SEP IP \(4/2015\)](#) (Excel)

[Instructions](#) (PDF)

Supported Employment Program -- Group Forms

DS 1962 - Request For New SEP Groups

A Supported Employment Program-Group Placement (SEP-GP) approval request is submitted by service providers to DDS to obtain approval of new SEP Groups.

Users: SEP-GP service providers.

[DS 1962 \(1/2005\)](#) (Excel)
[Instructions \(8/2012\)](#)(PDF)
[DS 1962/Supplemental Narrative Summary Guidance Template \(5/2017\)](#) (Excel)

DS 1963 - Request For Approval Of SEP Group Changes

This form is submitted by service providers to request changes in a specific approved supported employment program group.

Users: **SEP-GP service providers.**

[DS 1963 \(6/2016\)](#) (Excel)
[Instructions \(6/2016\)](#) (PDF)

DS 1964 - Supported Employment Group Billing and Attendance Form

This form must be completed as an excel file, password protected and submitted to regional centers, DOR and DDS monthly. After downloading the file, enter the vendor information at the top of the form and consumer and job coach information up to the "Funded By" column. Save a copy of this file as a "master". Should any problem arise with the form, the "master" is available to start over.

[DS 1964 Regular](#) (1-300 lines - Rate \$30.82) (updated 7/2016) (Excel)
[DS 1964 Large](#) (300-900 lines - Rate \$30.82) (updated 7/2016) (Excel)

[DS 1964 Regular](#) (1-300 lines - Rate \$36.57) (updated 4/2017) (Excel)
[DS 1964 Large](#) (300-900 lines - Rate \$36.57) (updated 4/2017) (Excel)
[Macro Instructions](#) (PDF)

Work Activity Program Forms

DS 1961 WAP - WAP/Individual Habilitation Services Plan

This form is the standardized service plan Work Activity Program (WAP). Providers use to implement the consumer's vocational goals of the Individual Program Plan (IPP). **Users:** **WAP service providers.**

[DS 1961 WAP \(6/2016\)](#) (Excel)
[Instructions \(6/2016\)](#) (PDF)

DS 1971 WAP - WAP/Work Activity Program Consumer Monthly Report

Outcome data for consumers provided Work Activity Program services is documented on this form.

Users: **WAP Services Providers; Regional Center** can preload consumer names and identification numbers.

[DS 1971 WAP \(7/2006\)](#) (Excel)
[Instructions](#) (PDF)

Vocational Rehabilitation Forms

DS 1968 - Vocational Rehabilitation Referral

This form is used to refer consumers to the Department of Rehabilitation

for Vocational Rehabilitation Services.

Users: Regional Center Service Coordinators.

[DS 1968 \(4/2004\)](#) (Excel)

[Instructions](#) (PDF)

DS 1969 - Vocational Services Exit Report

This form is completed when a consumer exits a habilitation services program.

Users: Regional Center Service Coordinators and **Habilitation Services Providers.**

[DS 1969 \(4/2004\)](#) (Excel)

[Instructions](#) (PDF)

Thank you in advance for your attention to this.

WRC Employment Program Contacts:

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