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TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: SELF-DETERMINATION PROGRAM: BILLING REQUIREMENTS FOR SERVICES

The purpose of this correspondence is to provide guidance to regional centers and their Financial Management Services (FMS) providers regarding the billing requirements for services provided to participants in the Self-Determination Program (SDP), and to distinguish a local business or community resource from an SDP Provider for such purposes. This guidance is issued pursuant to Welfare and Institutions Code section 4685.8(p)(2) which authorizes the Department of Developmental Services (Department) to issue program directives or similar instructions until regulations are adopted.

SDP Services Provided by a Local Business or Community Resource

For purposes of this correspondence, a local business or community resource is defined as an entity, not vendored by a regional center, providing a service to a participant in the SDP that is also provided to individuals without developmental disabilities.

SDP participants identify the services and supports that best meet their individual needs and their Individual Program Plan (IPP) objectives. This may include purchasing services from or negotiating unique service arrangements with local businesses or community resources. Examples of a local business or community resource could be inclusive services such as swim classes at a local recreation center or dance classes at a local studio.

When a participant chooses to use services from a local business or community resource, the FMS provider will work with the participant on the required documentation. Examples of appropriate documentation include a membership contract at a gym or the agreement and payment terms between a participant and a driver's education company providing driving lessons.

Payments for these services shall be aligned with the typical processes used by local businesses or community resources. For example, if a subscription or access fee is payable at the beginning of the month, the FMS should adjust their payment schedule to purchase these services at the beginning of the month to support service access.

SDP Services Provided by SDP Providers

For purposes of this correspondence, an SDP Provider is defined as either a business entity, including a regional center vendor, or an independent contractor who receives payment by invoicing for services which are provided to a participant in the SDP. SDP Providers do not include entities identified as a local business or community resource, as defined above.

Participants in the SDP and their SDP Provider will agree to the type, cost and frequency of services to be provided. Invoices submitted by an SDP Provider and approved by the participant and their FMS, will reflect this agreement and shall include, at a minimum, the following supporting information (see Enclosure A for sample template):

- Hourly or daily rate charged by the SDP Provider
- SDP [Service Code](#)
- Date each service/task was provided
- Description of specific service/task provided
- Amount of time spent on each service/task
- Total cost of the service/task provided
- A statement that all services specified in the invoice have been provided to the participant

SDP services may be identified within an individual's spending plan as a projected weekly or monthly cost. When an SDP Provider submits an invoice to the FMS, the services must be billed at an hourly or daily rate, consistent with the agreement between the participant and the SDP Provider. For example, independent contractors who provide job coaching and Independent Facilitators are SDP Providers.

When the participant and regional center provider agree to use a vendored service in accordance with the traditional service program design, that SDP Provider may invoice at an hourly, daily or other rate. However, for those vendored providers that are invoicing at a rate or unit different from their traditional services rate, the vendor shall bill in accordance with the more detailed requirements for SDP Providers that are not vendored by a regional center.

Payments for SDP services shall be made directly to the SDP Provider by the FMS and shall not include reimbursement for goods purchased by an SDP Provider on behalf of the participant or payment for services not provided directly by the SDP Provider.

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All SDP Providers shall provide services and supports in alignment with state and federal requirements, which include:

- The services, to the best of the provider's knowledge, were consistent with the participant's IPP, spending plan and the service agreement.
- Payment of SDP claims is from federal and/or state funds and falsification or concealment of a material fact may be prosecuted under federal or state laws.
- The provider agrees to keep, for a minimum of three years from the date of the service, a copy of all records necessary to disclose the full extent of services provided and to provide these records upon request to the Department and other state and federal departments and agencies or their designee identified by the Department.
- Services are offered and provided without discrimination based on race, religion, color, national or ethnic origin, sex, age, physical or mental disability or any other class of individuals protected by state or federal law.

If participants and/or their families have questions regarding this correspondence, they should contact their regional center. Questions from regional centers should be directed to sdp@dds.ca.gov.

Sincerely,

Original Signed by:

VICKI L. SMITH, Ph.D.
Deputy Director
Policy and Program Development Division

Enclosures

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Services Directors
Association of Regional Center Agencies
State Council on Developmental Disabilities
Nancy Bargmann, Department of Developmental Services
Brian Winfield, Department of Developmental Services
Carla Castañeda, Department of Developmental Services
Ernie Cruz, Department of Developmental Services
Jim Knight, Department of Developmental Services
Suzy Requarth, Department of Developmental Services
Kathleen Dempsey, Department of Developmental Services

Sample Invoice Template

Name:
 Address:
 Phone Number:
 Billing Rate:

Name of Participant:
 UCI Number:
 Regional Center:

Month/Year:

Service Code	Date	Specific Service/Task	Time by Task	Rate	Cost
3XX	X/X/XXXX	Description of service performed	Amount of time spent on service	\$X/hr	Amount of time x hourly billing rate
3XX	X/X/XXXX	Description of service performed	Amount of time spent on service	\$X/day	Daily billing rate

Acceptable examples (based on an hourly rate of \$50)

Service Code	Date	Specific Service/Task	Time by Task	Rate	Cost
340	7/14/2023	Met with individual to draft spending plan.	1.75 hours	\$50/hr	\$87.50
340	7/25/2023	Contacted a potential provider to determine availability to provide services.	0.25 hours	\$50/hr	\$12.50

Acceptable examples (based on a daily rate of \$71.51)

Service Code	Date	Specific Service/Task	Time by Task	Rate	Cost
331	7/1/2023	Day program: Volunteering and work skills	6 Hours	\$71.51/day	\$71.51
331	7/2/2023	Day program: Cooking classes, library and travel training	6.5 Hours	\$71.51/day	\$71.51

Non-acceptable examples

Date	Specific Service/Task	Time by Task	Cost of Task
7/2023	Monthly independent facilitator services.	As needed	\$500 monthly fee
7/2023	Non-vendored Day program	21 days	\$1,501.71

Example of acceptable certification statement to appear on invoices:

I certify that this invoice accurately reflects the date, specific service/tasks performed and amount of time spent on each service/task and that the service/tasks are in accordance with state and federal requirements.

Date:

Signature:

Printed Name:

Participant Guide: Billing Requirements for Providing Services to Participants in the Self-Determination Program (SDP)

Payment Requirements

This guide helps you understand how people who provide your services bill and get paid. You choose who provides your services:

- You can hire someone.
- You can use a regional center vendor.
- You can use a local business or community resource.
- You can use an SDP Provider.

How Different Providers are Paid

1. Hiring a person to help you. For example, a worker who provides help with personal care. This person fills out a timesheet. They are paid by your Financial Management Service (FMS).
2. Services from an SDP Provider. For example:
 - A community agency that provides therapy.
 - Your Independent Facilitator (IF).
 - A day program that is not vendored through your regional center.

This SDP Provider does not fill out a timesheet. The SDP Provider gives your FMS an invoice. The invoice must have:

- The SDP Provider's [service code](#). The service code is on your spending plan.
- The SDP Provider's rate. The rate can be hourly or daily.
- A description of the services you received.
- The date the service was provided.
- How long it took to provide your services.
- The cost of the service.
- A statement saying you received the services.

A sample invoice is attached. You can give this to your SDP Provider. They can use this to make sure their invoice is correct.

3. Services from a regional center vendor. Regional center vendors can submit an invoice that provides the same information they would provide, including the same rate as if you were using them in traditional services.
4. Services from a local business or community resource. This type of provider works with people with and without disabilities. For example:
 - Local karate class
 - Uber or Lyft
 - A store or community resource the FMS buys your item from

You will work with your FMS provider on submitting documentation with the service and cost of your service.

Other Things to Remember

- The FMS pays your service provider.
- Your service provider cannot buy items for you. The FMS buys any items you need as included in your spending plan.

Federal and State Requirements for Providing SDP Services

The services you receive through the SDP are paid for using state and federal dollars. These services need to follow rules so that your regional center can pay for them.

These requirements include:

- The services being provided are agreed upon by you and your individual program planning team.
- The payments must reflect the services that you received.
- Your service provider should keep records of the services they provided to you.
- Services need to be offered to participants fairly and should not be denied based on your race, religion, color, national or ethnic origin, sex, age or disability.