Purpose: This attachment provides a template letter for the participant's regional center to notify participants that their Self-Determination Program (SDP) Financial Management Services (FMS) vendor has been placed on a correction period due to not meeting required SDP FMS Vendor Standards. It informs participants of what the correction period means, outlines their rights and available options, and explains next steps if the SDP FMS vendor does not resolve identified issues within the required timeframe.

Instructions for regional centers: This letter must be sent within five business days after the 30 calendar day correction period begins. Do not delay sending this notice while corrections are still pending. Participants must be provided with time to make an informed decision about transitions to a new SDP FMS vendor, and make any transition.

[Date]

[Participant Name]
[Participant Address Line 1]
[Participant Address Line 2]

SUBJECT: Your Self-Determination Program Financial Management Services Vendor Is Being Asked to Address an Issue

Dear [Participant Name] (or [Participant Name]'s Representative),

We are writing to let you know about your Self-Determination Program (SDP) Financial Management Services (FMS) vendor, [SDP FMS Vendor Name]. San Diego Regional Center (SDRC) reviewed [SDP FMS Vendor Name] and found that it has not met one or more of the SDP FMS Vendor Standards. [SDP FMS Vendor Name] is currently working with SDRC and [Regional Center Name] to achieve compliance with SDP FMS Vendor Standards.

What This Means

[SDP FMS Vendor Name] must fix the issues SDRC identified by [Date Corrections Must Be Completed]. This is called a "correction period." During this time, [SDP FMS Vendor Name] is contractually required to continue providing your financial management services. [SDP FMS Vendor Name] must keep paying for the services and supports in your approved spending plan, including paying service providers for services you have already received, through your last day of service with them or until you move to a new SDP FMS vendor.

What Happens Next

If [SDP FMS Vendor Name] does not fix the issues identified by SDRC by [Date Corrections Must Be Completed], the vendoring regional center may end [SDP FMS Vendor Name]'s ability to provide SDP financial management services. If that happens, we will contact you again to help you choose a new SDP FMS vendor so there is no gap in your services.

Your Rights and Choices

This letter does not change any of your rights. You may choose to change your SDP FMS vendor at any time. You do not have to wait until the correction period ends, and you are not required to change vendors if you do not want to. If you would like help understanding your options or finding another available SDP FMS vendor, your regional center service coordinator can assist you.

Questions

If you have questions about this letter or your SDP services, please contact your service coordinator at [Regional Center Name], [Regional Center Phone Number], or [Regional Center Email].

Sincerely,

[Name]
[Title]
[Regional Center Name]