



EASTERN LOS ANGELES REGIONAL CENTER

1000 S. Fremont Ave. • P.O. Box 7916 • Alhambra, CA 91802-7916 • (626) 299-4700 • FAX (626) 299-4676

May 26, 2020

Subject: State of Emergency Billing

Dear ELARC Service Providers,

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency for California, as a result of the global COVID-19 outbreak (otherwise being referred to as Coronavirus). This memo provides **updated guidance** due to a newly released Directive, dated May 7, 2020, that contains additional specific requirements for those seeking to bill for nonresidential services during the State of Emergency (SOE.) The May 7, 2020, DDS Directive can be found here: https://www.dds.ca.gov/wp-content/uploads/2020/05/DDSDirective_PaymentsForNonresidentialServices_05072020.pdf

DDS is reminding providers to document the reason that a service was not provided, and why they are billing for the absence (family cancelled, no staff available, etc.). This is part of service providers' routine recordkeeping or documentation of services.

Beginning in May, DDS wants providers to apply for State or Federal emergency funds (i.e. Paycheck Protection Program) and use these funds first for payroll purposes before billing for absences.

DDS also states the expectation that providers receiving retainer payments due to COVID-19 continue to deliver services to individuals, including but not limited to:

- Virtually connecting individuals with family and friends, even daily;
- Delivering activities for individuals to participate in at home;
- Delivering food or needed supplies to individuals;
- Coordinating individual and/or group remote connections; and
- Supporting necessary activities away from the home (i.e. grocery shopping) while practicing appropriate physical distancing.

This guidance is subject to change based on direction from the State of California. The most updated DDS Directives regarding COVID-19 can be found here: <https://www.dds.ca.gov/corona-virus-information-and-resources/>

ELARC is requesting that non residential service providers complete the attached self-certification form and return it to esalazar@elarc.org by June 15, 2020. Please contact your assigned Community Services Liaison with any questions. Thank you for your continued service during these unprecedented times.

Sincerely,

Elizabeth Harrell, LCSW
ELARC Manager of Community Services

Cc: Gloria Wong
Felipe Hernandez
Edith Hernandez
Patricia Alvarez
Bryan Chacon



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Payments for Non-Residential Services During the State of Emergency Billing Certification Statement

Please complete one certification statement for each vendor number you have. Should any circumstances change, a new form must be submitted.

Service Provider Name: _____

Service Provider Email: _____

Service Provider Vendor Number: _____

Service Provider EIN/SSN: _____

I certify and attest that I have fully read Eastern Los Angeles Regional Center's (ELARC) May 26, 2020 State of Emergency (SOE) Billing Memo and all related Department of Developmental Service (DDS) Directives stated within the memo.

I certify that all information has been accurately submitted and to the best of my knowledge, I am in compliance with all respective guidelines and regulations.

Provider Representative Signature: _____ **Date:** _____

Representative Name: _____

Representative Position Title (Director/Officer): _____

Upon completion, please scan and email to esalazar@elarc.org