

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 NINTH STREET, Room 320, MS 3-9
SACRAMENTO, CA 95814
TTY (916) 654-2054 (For the Hearing Impaired)
(916) 654-1958



May 27, 2020

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: SUBMITTING NOTIFICATION OF SUPPORTED EMPLOYMENT
PROGRAM GROUP CHANGES, FORM DS 1963

The Department of Developmental Services (Department) recognizes that many providers and the individuals they serve have been impacted by the COVID-19 pandemic, including reductions in work hours or losses of individual jobs and/or group placements. This correspondence serves as a reminder to regional centers and Supported Employment Program (SEP) providers that pursuant to California Code of Regulations, Title 17 section 58832(c), a DS 1963 form must be submitted to the Department as follows:

“(c) Supported Employment Programs offering group services may request permission to change existing groups through submission to the Department and the vendoring regional center of a completed Notification of SEP Group Changes, Form DS 1963 (1/05). The following changes may be requested:

- (1) Increase or decrease in work hours or work days;*
- (2) Implementation of or alteration to a staggered work schedule; and*
- (3) Termination of group and transfer of consumers to another Supported Employment Program.”*

If a SEP group has experienced a decrease in work hours or days, or has been furloughed due to COVID-19, the SEP provider should submit a DS 1963 form indicating a decrease in work hours or days, as appropriate. If the group has been furloughed, but is expected to return to work, the SEP provider may indicate a decrease in work hours or days to zero rather than a termination of the group. When the group returns to work, the SEP provider must submit a new DS 1963 form indicating an increase in work hours or days. If the group does not return to work and/or if there is no intention to reestablish the group, the SEP provider must submit a DS 1963 form indicating the group's termination.

The Department recognizes and appreciates both the regional centers' and providers' ongoing support and concern for the safety and well-being of the individuals they serve.

“Building Partnerships, Supporting Choices”

Regional Center Executive Directors
May 27, 2020
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Please distribute this correspondence to SEP providers to ensure they submit DS 1963 forms to their vendoring regional center(s) and to the Department at the following email address: workservices@dds.ca.gov

Any questions about this correspondence should be sent to the email address above.

Sincerely,

Original Signed by:

LEEANN CHRISTIAN
Deputy Director
Community Services Division

cc: Regional Center Employment Specialists
Regional Center Community Services Directors
Brian Winfield, Department of Developmental Services
Jim Knight, Department of Developmental Services
Ernie Cruz, Department of Developmental Services
Michael Luna, Department of Developmental Services
Michael Clay, Department of Developmental Services