

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

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March 20, 2023

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: SELF-DETERMINATION PROGRAM: STANDARDIZED VENDORIZATION  
PACKET FOR PRE-ENROLLMENT SUPPORTS

The purpose of this correspondence is to provide regional centers with the Department of Developmental Services (Department) approved standardized vendorization packet for Self-Directed Supports (Service Code 099), as described in the Department's [December 2, 2022 guidance](#). Regional centers shall require only the documents provided in the enclosed packet for all potential vendors interested in providing Self-Directed Supports. Any deviation from the use of this packet requires advance approval from the Department. The packet includes the following documents:

- A. Vendor Packet Checklist
- B. General Self-Directed Supports Qualifications and Agreement Form
- C. Financial Management Services Self-Directed Supports Qualifications and Agreement Form
- D. DS1890 Vendor Application with sample form and FAQs
- E. DS1891 Applicant/Vendor Disclosure Statement with sample form
- F. Conflict of Interest Form with FAQs
- G. Business Associate Agreement/HIPAA Form with FAQs
- H. Home and Community-Based Services Provider Agreement Form with sample form
- I. W-9 Request for Taxpayer Identification Number and Certification

Information about Self-Directed Supports can be found in the Department's [July 28, 2022 guidance](#).

If Self-Determination Program participants, family members, or prospective vendors have questions regarding this correspondence, they should contact their regional center. Questions from regional centers should be directed to [sdp@dds.ca.gov](mailto:sdp@dds.ca.gov).

Sincerely,

*Original Signed by:*

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

Enclosure

cc: See next page.

**“Building Partnerships, Supporting Choices”**

Regional Center Executive Directors  
March 20, 2023  
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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  
Jim Knight, Department of Developmental Services  
Ernie Cruz, Department of Developmental Services  
Suzy Requarth, Department of Developmental Services