

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.

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
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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