

**Coordinated Family Support (CFS)  
Staff/Supervisor Qualifications Exception Form**

Exceptions to the minimum qualifications for CFS staff or supervisors may be submitted through the vendoring regional center to the Department of Developmental Services (DDS) for consideration. Using the standardized Staff/Supervisor Qualifications Exception Form, CFS vendors submit one form for each staff or supervisor exemption request.

The minimum qualifications for CFS staff include an Associates-level degree in a human services field of study or 3 years of experience in the developmental disabilities service delivery system, communicating in the primary language of the consumer and their family, and knowledge of the regional center system.

CFS Supervisor qualifications require a Bachelors-level degree in a human services field of study or an Associates-level degree in a human services field of study and at least 3 years of experience in the developmental disabilities service delivery system.

Section Completed by CFS Vendor:

1. Regional Center Name
2. Regional Center Contact Person
3. Regional Center Contact Phone Number
4. Regional Center Contact Email
5. CFS Vendor Name
6. CFS Vendor Number
7. CFS Staff/Supervisor Name
  - a. Request for Staff or Supervisor
8. Justification for Exception

Section Completed by Regional Center

9. Regional Center Exception Reviewer Name/Title
  - a. Regional Center Exception Review Date
10. Date Exception Form Sent to DDS from Regional Center

Section Completed by DDS

11. Date Received by DDS from Regional Center
12. Exception Request Approved      Yes      No
13. DDS Review Name/Title
  - a. Date Reviewed by DDS
14. Date Returned to Regional Center from DDS