

**SAMPLE**  
**Service Code Exemption Request Form**

As part of rate reform, existing service providers will transition to service code(s) for updated service descriptions that best reflect the services provided. In some circumstances, an existing provider, or a provider seeking a new vendorization, may not align with any of the updated service descriptions or combination of services. If a regional center determines that a provider's service does not fit into any of the updated service descriptions, the regional center must request Department approval on or before December 31, 2024, to utilize one of the service codes listed in Attachment A using the online form provided to regional centers under separate cover.

The Department will review submitted requests and respond to the regional center.

Existing service providers may continue to use the existing service code and rate while the Department's decision is pending.

Pending vendor applications must await a decision from the Department before the vendorization may be finalized.

The online form will collect the following information:

- Date of Submission
- Regional Center
- New Vendorization Yes/No
- Vendor Name
- Vendor Number (if applicable)
- Proposed Service Code
- Proposed Sub Code (if applicable)
- Service Address
- Service Description
- Reason for Request