

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

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March 29, 2021

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: GUIDANCE REGARDING REIMBURSEMENT FOR GROUP SUPPORTED  
EMPLOYMENT FOR ALTERNATIVE NONRESIDENTIAL SERVICES

As follow up to the Department of Developmental Services' (Department) [August 31, 2020](#) Directive regarding Alternative Nonresidential Services (Alternative Services) during the COVID-19 State of Emergency, the purpose of this correspondence is to provide guidance for reimbursement for group supported employment for Alternative Services.

Beginning April 1, 2021, providers of group supported employment will be reimbursed for Alternative Services using a monthly unit rate that is unique to each vendor. A description of the methodology for calculating the vendor's monthly unit rate is enclosed.

Reimbursement claims should be submitted for each consumer for whom Alternative Services was provided using the monthly unit rate and the eBilling system. This is a change for traditional group supported employment vendor claims that are based on job coach hours but aligns with the methods for Alternative Services reimbursement for other types of services.

If a consumer received a combination of traditional and Alternative Services within a month, this methodology applies. The consumer should not be included in any billing/reporting for traditional services for the month to prevent over-billing for the consumer.

Regional centers will receive an email (from [SecureShareAdmin@proofpoint.com](mailto:SecureShareAdmin@proofpoint.com)) that will allow for secure download of the provider rates and documentation supporting the rate calculations. Regional centers should distribute these and related information to each provider. Providers with questions regarding the calculation of their monthly rate should submit questions to the regional center no later than April 30, 2021, utilizing the suggested [form](#) from the Department's December 2, 2020 [guidance](#). If the review indicates a need to adjust the calculated rate, the regional center must submit supporting documentation to the Department by May 14, 2021. Rates may only be adjusted upon approval by the Department.

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Regional Center Executive Directors  
March 29, 2021  
Page two

Self-advocates, family members or providers with questions related to services should contact their local regional center. Questions from regional centers should be directed to [DDSC19Directives@dds.ca.gov](mailto:DDSC19Directives@dds.ca.gov).

Sincerely,

*Original Signed by:*

BRIAN WINFIELD  
Chief Deputy Director

Enclosure

cc: Regional Center Board Presidents  
Regional Center Administrators  
Regional Center Directors of Consumer Services  
Regional Center Community Services Directors  
Association of Regional Center Agencies