

DEPARTMENT OF DEVELOPMENTAL SERVICES

1215 O Street, MS 7-40
Sacramento, CA 95814
TTY: 711
(833) 421-0061



January 25, 2023

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: REIMBURSEMENT FOR EARLY START PROVIDER TRAINING

Section 2014(a) of the American Rescue Plan Act of 2021 (ARPA) provided one-time, time-limited supplemental grant funds to the Individuals with Disabilities Education Act (IDEA) Part C Grants for Infants and Families, to help recover from the impacts of the pandemic. The Department of Developmental Services (Department) will allocate \$5 million from the ARPA Part C funds to regional centers to reimburse early intervention service providers for 1) the cost of training fees and/or 2) staff time to attend training to:

- Support the early intervention service provider in delivering effective and family-centered services that are responsive to the needs of the child and the family;
- Promote acquisition of knowledge and skills in delivering culturally and linguistically sensitive services; and
- Increase and retain workforce diversity.

The allocation of funds to each regional center will vary based on the number of active Early Start consumers as of September 2022. Please see Enclosure A for regional center allocations.

Eligibility for Reimbursement

To be eligible for reimbursement, early intervention service providers and/or their staff must be serving a regional center consumer in the Early Start program and must be attending an approved training for a permissible topic as specified in this directive.

Staff time reimbursement for attending training shall be the actual cost of time spent attending training, up to a maximum of \$50.00/hour, whichever is lower. The training must total at least one hour. A list of approved training organizations and programs can be found here: [Early Start Neighborhood](#)

If a provider is interested in attending a training that is not included on the list of approved trainings, the provider may submit a training consideration request, with information on the training, to: [Submit a Training for Consideration](#)

“Building Partnerships, Supporting Choices”

Permissible training topics include the following:

- Cultural competency and cultural humility in the delivery of services
- Reflective practice and supervision
- Recognizing Adverse Childhood Experiences (ACEs) and Toxic Stress
- Recognizing and addressing implicit bias in oneself, and in service delivery
- Supporting early childhood inclusive practices

Online trainings are permissible regardless of the location of the trainer. Travel and lodging costs to attend trainings are not reimbursable.

Requesting Funding from Regional Center

Early intervention service providers must submit a request for funding to the regional center at least 30 days before the scheduled training. Providers will have 30 days to complete the approved training and will need to submit a verification of attendance to the regional center. Enclosures B and C contain the training request and training verification forms, respectively.

Funds will be made available to providers in the order training requests are received by the regional center. The final deadline for providers submitting training requests is September 30, 2023; however, this deadline is subject to close sooner based on the availability of funding. Regional center claims for ARPA Part C funding are due to the Department by November 15, 2023.

Processing Requests for Reimbursement

Regional centers shall authorize funding through Purchase of Service using the provider's service code under a contract authorization. The designated subcodes are:

- ESTFE for training fees, and
- ESSTM for the cost of staff time.

Utilization of Funds

Within 90 days from the date of this letter, regional centers will:

- Report on the utilization of their allocated funds [here](#).
- Participate in monthly coordinated calls with the Department to discuss progress.

The Department will reassess the utilization of funds based on the progress reported by regional centers and may reallocate funds to regional centers with higher training needs, beginning July 1, 2023.

Regional Center Executive Directors
January 25, 2023
Page three

Regional centers must immediately disseminate information about this funding opportunity to their Early Start vendor community. If there are any questions regarding this correspondence, please e-mail earlystart@dds.ca.gov.

Sincerely,

Original signed by:

MARICRIS ACON
Deputy Director
Children, Adolescents, and Young Adult Services Division

Enclosure

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Services Directors
Association of Regional Center Agencies
Nancy Bargmann, Department of Developmental Services
Brian Winfield, Department of Developmental Services
Carla Castañeda, Department of Developmental Services
Jim Knight, Department of Developmental Services
Erin Paulsen Brady, Department of Developmental Services
Ernie Cruz, Department of Developmental Services
Reyna Ambriz, Department of Developmental Services