

## Hearing Decision Implementation Delay Letter Template

[Insert regional center logo, letterhead, etc.]

[Insert date]

Subject: Final Hearing Decision – [Insert case number, consumer name]

Dear [Insert consumer or authorized representative's name] :

Regional centers must do what is required by a final hearing decision as soon as possible, and within thirty (30) days under Welfare & Institutions Code Section 4713.5. If a regional center cannot do that within 30 days because of exceptional circumstances, the regional center must tell you and the Department of Developmental Services (DDS). The purpose of this letter is to let you know that we cannot do everything required by the final hearing decision within 30 days.

The hearing decision required us to:

1. [Insert requirement of final hearing decision using numbered bullets for each requirement. Add more numbers if needed].

We are not able to do everything that is required by the final hearing decision within 30 days. Specifically, [Insert #s associated only with requirements in the final hearing decision that cannot be done within 30 days] in the final hearing decision dated [Insert date [Insert date], cannot be done within 30 days.

The information below describes why we cannot do these things within 30 days.

We cannot do the things listed in [Insert #] because of the following exceptional circumstances:  
Click or tap here to enter text

We already have taken these steps to try to do what is required in [Insert #]: Click or tap here to enter text.

We are doing the following things to implement [Insert #]: Click or tap here to enter text.

We expect that the following changes required by the final hearing decision will be done by:

- [Insert # of item on page 1 that cannot be implemented], by Click or tap to enter a date.
- [Replicate the row above for any additional items.]

If you have any questions regarding this letter, or need help understanding it, please contact [Name] at [Phone number] or email at [Email address].

If you need further assistance, please contact the Office of Community Appeals and Resolutions at 916-245-8220, by email at [HearingImplementation@dds.ca.gov](mailto:HearingImplementation@dds.ca.gov), or by completing the online Hearing Decision Help form at <https://www.surveymonkey.com/r/HearingImpDelay-Consumers>.

Sincerely,

[Name of Sender]

[Title]

[Email Address]

[Phone Number]