

Participant Guide: Billing Requirements for Providing Services to Participants in the Self-Determination Program (SDP)

Payment Requirements

This guide helps you understand how people who provide your services bill and get paid. You choose who provides your services:

- You can hire someone.
- You can use a regional center vendor.
- You can use a local business or community resource.
- You can use an SDP Provider.

How Different Providers are Paid

1. Hiring a person to help you. For example, a worker who provides help with personal care. This person fills out a timesheet. They are paid by your Financial Management Service (FMS).
2. Services from an SDP Provider. For example:
 - A community agency that provides therapy.
 - Your Independent Facilitator (IF).
 - A day program that is not vendored through your regional center.

This SDP Provider does not fill out a timesheet. The SDP Provider gives your FMS an invoice. The invoice must have:

- The SDP Provider's [service code](#). The service code is on your spending plan.
- The SDP Provider's rate. The rate can be hourly or daily.
- A description of the services you received.
- The date the service was provided.
- How long it took to provide your services.
- The cost of the service.
- A statement saying you received the services.

A sample invoice is attached. You can give this to your SDP Provider. They can use this to make sure their invoice is correct.

3. Services from a regional center vendor. Regional center vendors can submit an invoice that provides the same information they would provide, including the same rate as if you were using them in traditional services.
4. Services from a local business or community resource. This type of provider works with people with and without disabilities. For example:
 - Local karate class
 - Uber or Lyft
 - A store or community resource the FMS buys your item from

You will work with your FMS provider on submitting documentation with the service and cost of your service.

Other Things to Remember

- The FMS pays your service provider.
- Your service provider cannot buy items for you. The FMS buys any items you need as included in your spending plan.

Federal and State Requirements for Providing SDP Services

The services you receive through the SDP are paid for using state and federal dollars. These services need to follow rules so that your regional center can pay for them.

These requirements include:

- The services being provided are agreed upon by you and your individual program planning team.
- The payments must reflect the services that you received.
- Your service provider should keep records of the services they provided to you.
- Services need to be offered to participants fairly and should not be denied based on your race, religion, color, national or ethnic origin, sex, age or disability.