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GAVIN NEWSOM
GOVERNOR

July 5, 2024

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: CLAIMING INSTRUCTIONS FOR REGIONAL CENTER EMPLOYEE
TUITION REIMBURSEMENT PROGRAM

The purpose of this correspondence is to provide regional centers with claiming instructions for the Regional Center Employee Tuition Reimbursement Program. On March 29, 2023, the Department of Developmental Services (Department) issued [guidance](#) to regional centers to administer a tuition reimbursement program for regional center employees who seek a degree or certification in a health or human services-related field on or after July 1, 2022.

The Regional Center Employee Tuition Reimbursement Program is meant to enhance regional center services received by consumers by increasing subject matter expertise and career advancement options and improving employee retention rates at regional centers. Qualifying regional center employees are eligible to receive up to \$10,000 annually for up to three years and may maintain eligibility if they are hired at a different regional center from where they originally established eligibility.

The allocated funding has an extended claiming period to May 15, 2027, and will revert June 30, 2027. Claims, regardless of service month/year, should be claimed against the oldest allocation first.

Submission of Claims to the Department

Do not claim expenditures using the regular OPS claims process. Regional centers shall submit claims to the Department using the enclosed Regional Center Employee Tuition Reimbursement Claim Form. Claims should be submitted on a flow basis with final claims due to the Department at: RegionalCenterClaims@dds.ca.gov, no later than May 15, 2027, due to the claiming period of these program funds.

If expenditures for the tuition reimbursement program were claimed on the regular OPS claim, please contact RegionalCenterClaims@dds.ca.gov for specific instructions.

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Technical Bulletin (TB) #530

[TB #530: New General Ledger Accounts for Tuition Reimbursement](#), issued April 19, 2023, established new general ledger accounts for the Tuition Reimbursement Program. Due to the extended claiming period, the claiming period may go beyond the standard claiming period typically established in UFS (CY, PY, 2PY). Regional centers should use the existing 3PY/98200 GL code after 2PY closes (Rollover Rollback) to continue to claim for the Tuition Reimbursement Program through the extended claiming period.

If there are any questions regarding the Regional Center Employee Tuition Reimbursement Program, please contact Workforce@dds.ca.gov. For questions regarding claims submission, please contact RegionalCenterClaims@dds.ca.gov.

Sincerely,

Original Signed by:

VICKI L. SMITH, Ph.D.
Deputy Director
Policy and Program Development Division

Enclosure

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