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GAVIN NEWSOM  
GOVERNOR

August 14, 2024

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: FINAL DATE TO ACCEPT APPLICATIONS FOR REGIONAL CENTER  
EMPLOYEE TUITION REIMBURSEMENT PROGRAM

This correspondence is in follow-up to the Department of Developmental Services' (Department) [March 29, 2023](#) guidance and [July 5, 2024](#) correspondence regarding the Regional Center Employee Tuition Reimbursement Program (Program). The purpose of this correspondence is to establish the final date that regional centers may accept applications from employees requesting to participate in the Program funded with 2022 Budget one-time resources.

Funding provided to regional centers for this Program shall only be used for tuition reimbursement for employees whose application was received prior to June 30, 2024. This final date is specific to the one-time allocation of funding received by regional centers for the Program and is not intended to alter any other reimbursement program that a regional center may offer through operations funding. All other aspects of the Program, including the regional center reporting requirements, and claiming period, remain the same.

If you are a regional center employee, please reach out to the regional center with your questions. Regional centers with program questions may email [Workforce@dds.ca.gov](mailto:Workforce@dds.ca.gov) and with claims submission questions may email [RegionalCenterClaims@dds.ca.gov](mailto:RegionalCenterClaims@dds.ca.gov).

Sincerely,

*Original Signed by:*

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

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