

March 21, 2025

D-2025-Legislation-001

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: STANDARDIZED INFORMATION PACKET – A GUIDE TO
CALIFORNIA'S LANTERMAN ACT

Welfare and Institutions Code (WIC) Section 4642(a)(3) requires the Department of Developmental Services (Department) to create, with stakeholder input, standardized information packets. The Standardized Information Packet related to services provided under the Lanterman Developmental Disabilities Services Act is now complete and publicly available for distribution and digital download from the Department's [website](#).

Background

The Standardized Information Packet provides an overview of the regional center system for individuals seeking services offered under the Lanterman Developmental Disabilities Services Act (WIC Sections 4400-4906). Additionally, the information packet provides a resource guide for individuals and their families on individuals' rights, contact information for their local regional center, the Department, the Office of Clients' Rights Advocacy, and the federally designated protection and advocacy agency (WIC Sections 4900-4906).

Guidelines

The Department will provide a template of the information packet to regional centers and requests the addition of the following information to the packet:

- A one-page personalized cover letter from the regional center Executive Director on page 2.
- A minimum of eight useful local resources within the regional center catchment area on page 44.

The Department will provide templates of the Standardized Information Packet for the Lanterman Act, including translated versions in threshold languages, via the Regional Center Portal. Separate correspondence related to the Regional Center Portal will be provided directly to the Directors of Client Services.

Within 30 days of this correspondence, regional centers must post PDF versions of the information packet to their regional center website, within their *Intake or Accessing Services* section, and also include a link to the Department's [website](#).

Within 60 days of this correspondence, regional centers must begin distributing the information packets to families at intake, in the preferred language of each individual's

family. Regional centers must provide alternative languages or formats of the information packet as required.

For any questions regarding the Standardized Information Packet, please contact the Office of Community Operations at (916) 654-1958 or oco@dds.ca.gov.

Sincerely,

Original Signed by:

ERNIE CRUZ
Deputy Director
Community Services Division

cc: Regional Center Administrators
Regional Center Community Services Directors
Regional Center Directors of Client Services
Association of Regional Center Agencies
Pete Cervinka, Department of Developmental Services
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