

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1215 O Street, MS 8-30  
Sacramento, CA 95814  
TTY: 711  
(833) 421-0063



November 2, 2022

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: REQUIREMENTS FOR REGIONAL CENTER BIENNIAL VENDOR FILE  
REVIEWS

***This supersedes the October 27, 2022, correspondence regarding this subject.***

The purpose of this correspondence is to remind regional centers about their responsibilities pursuant to California Code of Regulations (CCR), Title 17 Section 54332(b).

CCR, Title 17 Section 54332(b) states:

*“(b) Regional centers shall review, at least biennially or sooner upon notification by the Department of Developmental Services, Department of Health Care Services, or any governing licensing or certification board or entity, all vendor files maintained by the regional center to determine that:*

- (1) The information required for vendorization is current, completed and accurate;*
- (2) At least one consumer has been provided services by the vendor within the last 24 months;*
- (3) The service currently provided by the vendor is the same service approved for vendorization;*
- (4) Vendors meet the minimum program standards as specified in Sections 56710 through 56802 of these regulations, if applicable;*
- (5) The vendor has signed the Home and Community Based Services Provider Agreement (6/99), if applicable; and*
- (6) The vendor is not in violation of the requirement stated in Section 54314(a)(7).”*

CCR, Title 17 Section 54314(a)(7) specifies individuals or entities who shall not be vendored or can no longer be vendored:

*“(7) Any applicant that has been determined to be an excluded individual or entity as defined in Section 54302(b)(1).”*

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Lastly, CCR, Title 17 Section 54332(c) specifies the actions that a regional center must take if the regional center identifies a vendored service that has not been provided to any consumer within the last 24 months:

- “(c) If, after a review of the vendor files, the vendoring regional center determines that the vendored service has not been provided to any consumer within the last 24 months, the vendoring regional center shall:*
- (1) Send the vendor a written notice stating that vendorization will be terminated in 30 days unless the vendoring regional center receives notification from the vendor expressing an interest to continue as a vendor; and*
  - (2) Make the changes to the statewide vendor panel required by Section 54334(d) of these regulations if the vendor does not respond in accordance with (c)(1) above.”*

The Department of Developmental Services (Department) is requiring regional centers to have a process, that is documented in a written procedure, for meeting the regulatory requirements for biennial vendor file reviews. The Department will be monitoring regional centers for compliance with these regulatory requirements.

If you have questions regarding this correspondence, please contact Aaron Christian, Assistant Deputy Director, Office of Community Operations, at [aaron.christian@dds.ca.gov](mailto:aaron.christian@dds.ca.gov) or (916) 879-6960.

Sincerely,



ERNIE CRUZ  
Deputy Director  
Community Services Division

cc: Regional Center Administrators  
Regional Center Community Services Directors  
Regional Center Directors of Consumer Services  
Association of Regional Center Agencies  
Nancy Bargmann, Department of Developmental Services  
Brian Winfield, Department of Developmental Services  
Aaron Christian, Department of Developmental Services  
Yasir Ali, Department of Developmental Services