

April 22, 2025

D-2025-Self-Determination Program-001

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: SELF-DETERMINATION PROGRAM: ADDITIONAL REQUIREMENT
FOR ENTITIES APPLYING FOR SELF-DETERMINATION PROGRAM
FINANCIAL MANAGEMENT SERVICE VENDORIZATION

This directive establishes additional requirements for entities applying for vendorization to be a Self-Determination Program (SDP) Financial Management Service (FMS) provider. This guidance is issued pursuant to Welfare and Institutions Code (WIC) Section 4685.8(p)(2), which authorizes the Department of Developmental Services (Department) to issue program directives or similar instructions until regulations are adopted.

Effective immediately, an entity seeking to be an SDP FMS provider is required to successfully meet the additional requirements noted in Attachment A as part of the vendorization process. Entities must meet all additional requirements specified in Attachment A. This applies to those entities who, at the time of this directive, have not initiated the SDP FMS vendorization process by submitting an application to the regional center as specified in Title 17, Section [54310](#).

These requirements are in addition to existing requirements for SDP FMS providers noted in the [December 2018 Financial Management Services Directive](#). They do not apply to entities applying to become FMS providers of participant-directed services, paid-internship program or entities that applied to SDP FMS providers on or before April 22, 2025.

Process and Approval Criteria

This process applies to all SDP FMS Models: Bill Payer, Co-Employer, and Sole Employer. These additional requirements will be verified by the vendoring regional center.

The following process shall be implemented for the successful vendorization of any new SDP FMS provider.

- A. Entities applying to be an SDP FMS provider shall first provide the regional center the required information indicated in the SDP FMS Provider Review Tool (Attachment B) for how the entity meets the following three preliminary requirements:
 1. Does not appear on any state and federal ineligibility list,

2. Provides documentation which includes information on minimum staff qualifications, and
3. Demonstrates initial fiscal solvency.

Failure to meet these first three preliminary requirements will result in denial of the entity's vendorization application. The entity may appeal this decision as specified in Title 17, Section [54380](#).

B. Once the entity seeking to be an SDP FMS provider successfully meets the first three preliminary requirements noted in "A," then the entity shall submit, a completed Attachment B, and a completed vendor application to the vendoring regional center.

C. The vendoring regional center shall review and verify completed Attachment B, and completed vendor packet. The vendoring regional center shall notify the entity with approval status via letter as described in Title 17, Section [54320](#).

Attachment B is to be used by both the entity applying for SDP FMS provider vendorization and the vendoring regional center. The Department will offer trainings and technical assistance to regional centers on the implementation of this process and its attachments.

If participants and/or their families have questions regarding this directive, they should contact their regional center. Questions from regional centers should be directed to the Department's Self-Determination Program Branch at sdp@dds.ca.gov.

Sincerely,

Original Signed by:

MICHI A. GATES, Ph.D.
Chief Deputy Director

Attachments

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Services Directors
Association of Regional Center Agencies
State Council on Developmental Disabilities
Pete Cervinka, Department of Developmental Services
Carla Castañeda, Department of Developmental Services
Ernie Cruz, Department of Developmental Services
Jim Knight, Department of Developmental Services
Anna Keller, Department of Developmental Services