



State of California—Health and Human Services Agency
Department of Developmental Services
1215 O Street, Sacramento, CA 95814
www.dds.ca.gov



August 20, 2025

D-2025-Reporting Requirements-001

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: ANNUAL ADMINISTRATIVE SURVEY FOR FISCAL YEAR 2023-2024

California receives federal matching funds for the administrative services provided by regional center staff for various federal programs. In order to continue receiving federal funds, each regional center must provide their actual cost information for the administrative services that support the federal programs delineated in the terms of the Home and Community-Based Services Waiver and sections of the California State Plan for Medicaid Services.

Instructions for completing the Annual Administrative Survey, as required by the Centers for Medicare and Medicaid Services (CMS) in order for California to continue to receive federal matching funds, are in Attachment A. The reporting period for the survey data is Fiscal Year 2023-24. All expenditure data, including payroll and benefits, should be for the fiscal year ending June 30, 2024.

Attachment B provides the worksheets to collect the required documentation. Please complete the time, cost, and operating expense worksheets and return them via email to Federal Programs at the email address below, on or before October 10, 2025. The Department of Developmental Services will use the data to calculate the appropriate federal funds matching rate for each regional center.

Thank you for your timely cooperation. If you have any questions, please contact Waiver and State Plan Amendment Administration at Federal.Programs@dds.ca.gov.

Sincerely,

Original Signed by:

JONATHAN HILL
Branch Manager
Waiver and Rates Division

Attachments

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