

October 1, 2025

D-2025-Reporting Requirements-003

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: PERSONNEL AND ADMINISTRATIVE SERVICES REPORT AND  
EXECUTIVE DIRECTOR COMPENSATION REPORT

Welfare and Institutions Code (WIC) Section [4639.5](#), requires regional centers to provide the Department of Developmental Services (Department) a complete and current salary schedule for all personnel classifications used by the regional center. Regional centers also are required to report expenditures from the regional center operations budget for all administrative services, except for maintenance, repair, or purchase of equipment or property. This information is to be reported by the regional centers in a format prescribed by the Department and will be made available to the public upon request.

Reporting on Personnel Classifications and Administrative Expenditures

The Personnel and Administrative Services Report (Attachment A) includes tabs for the Personnel Classifications Report (Survey A) and the Administrative Expenditures Report (Survey B). Regional centers are to complete and submit the Personnel and Administrative Services Report.

Executive Director Compensation

WIC Section 4639.5, and Article IV Section 5 of the regional center contract, require regional centers to report specific information regarding the salaries, wages, and employee benefits for Executive Directors. This information is to be provided using the Executive Director Compensation Report (Attachment B, containing Survey C).

Article IV, Section 5 of the regional center contract also states: "In accordance with [WIC] section 4640.6(l), Contractor shall make available to the public for review, all employment contracts with regional center staff or contractors (entered into on or after January 1, 2003) upon request."

Reporting Timelines

Due Date	Report
<b>December 1, 2025</b>	Personnel and Administrative Services Report (Attachment A)
<b>January 31, 2026</b>	<ul style="list-style-type: none"><li>Executive Director Compensation Report (Attachment B)</li><li>Copy of the Executive Director's employment contract if it was amended or newly executed between January 1, 2025, and December 31, 2025.</li></ul>

Website Posting Requirements

Pursuant to WIC Section [4629.5\(b\)](#), each regional center is required to post on its internet website, as expeditiously as possible, the salaries, wages, and employee benefits for all managerial positions for which the primary purpose is the administrative management of the regional center, including but not limited to, directors and chief executive officers.

Please submit the information described above to [oco@dds.ca.gov](mailto:oco@dds.ca.gov) by their due dates.

The Department appreciates regional centers' timely and complete submissions. For any questions regarding this letter, please contact your Primary Regional Center Liaison or email [oco@dds.ca.gov](mailto:oco@dds.ca.gov).

Sincerely,

*Original Signed by:*

ERNIE CRUZ  
Deputy Director  
Community Services Division

Attachments

cc: Regional Center Board Presidents  
Regional Center Administrators