

November 18, 2025

G-2025-Office of Statewide Clinical Services-001

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: INSTRUCTIONS FOR REQUESTING AUTHORIZATION FOR THE
PURCHASE OF OUT-OF-STATE SERVICES

This letter reminds regional centers of the instructions for requesting services outside of California. Welfare and Institutions Code section [4519](#) requires regional centers to receive approval from the Department of Developmental Services (Department) prior to the expenditure of Department-allocated funds for the purchase of any service, including residential placement, outside of the State.

California's policy goal is to serve all California residents within California. Therefore, regional centers must demonstrate the proposed services are not currently available from service providers or residential placements within the State and that every option has been considered and exhausted prior to requesting funding for any out-of-state services. Regional centers must request Department review and approval when funding is proposed to be used to purchase out-of-state in-person or virtual services offered by providers located and doing business outside of California.

Exceptions

The Department's review and approval is not required when funds will be utilized for a California-based service provider. In this situation, services are offered by providers located and doing business in California who provide short-term or remote service(s) to an individual who is temporarily located or traveling out-of-state.

Also, if as part of an Individual Program Plan (IPP) the individual receives services in border areas of a state bordering California, and that service is not a residential placement, subdivision (d) of WIC section 4519 permits regional center Executive Directors to approve the purchase of those services. Details of this exception are provided in [D-2025-Case Management-004](#).

Request Process

Requests for funding out-of-state services requires a request letter and supporting documentation as specified below and in the [Regional Center Out-of-State Funding Request Checklist](#). Any request for funding out-of-state services that does not include the required information is not a complete request and will not be reviewed until all the required information has been provided to the Department.

Request Letter:

- A description of the individual and the services and/or supports they need;
- The proposed start and end dates of the out-of-state services and/or supports;
- The rate of payment the regional center will be reimbursing. If applicable, this includes a breakdown of the individual/family out-of-pocket costs and costs covered by generic resources;
- Results of the Statewide Specialized Resource Services (SSRS) requests, which are required in advance of any out-of-state request;
- Name and location of the out-of-state provider, service description, and an explanation of why this provider meets the individual's needs;
- An explanation of why the service requested could not be provided within California, including the regional center's efforts to locate, develop, or adapt appropriate in-state services and supports, and the timeline for the individual's transition back to California (for residential placements); and,
- The regional center's acknowledgment the out-of-state provider has been informed about Special Incident Report (SIR) requirements per Title 17, 54327(c) (for residential placements).

Supporting Documentation:

- A current Comprehensive Assessment establishing the identified need can only be met by an out-of-state service, which may include but not be limited to, a Whole Person Assessment, Functional Behavioral Assessment and/or psychological assessment;
- Current IPP and/or IPP addendum signed by the Service Coordinator and the individual/representative, inclusive of an approved plan for out-of-state service(s) in the individual's IPP pursuant to WIC sections 4646 to 4648;
- For a Self Determination Program (SDP) request, a copy of the current Person-Centered Plan, Budget and/or SDP Spending Plan;
- Verification of the proposed enrollment dates in the out-of-state program, camp, or higher-education program, including the dates of the out-of-state services/supports;
- Verification of program costs, tuition fees and/or cost for the enrollment period; and,
- Verification that the regional center contacted the other state's licensing or certification agency confirming the provider is in good standing and authorized for residential placements.

Per [WIC 4519\(a\)](#), the Department can authorize out-of-state funding only for up to six months. Any extension beyond six months must be based on a new and complete comprehensive assessment of the individual's needs, review of available in state

options, and a determination that the individual's needs cannot be met in California. The extension cannot exceed six months.

Out-of-state funding requests are approved by the Department for a specified period of time. Regional centers must submit a new request for funding for any new time period not approved in the prior request. The new request requires submission of an updated letter and supporting documentation. Prior approval does not guarantee future approvals by the Department.

Please reference the attached Regional Center Out-of-State Funding Request Checklist for detailed information required for requesting funding for out-of-state services. Requests are reviewed in the order they are received by the Department.

The Department's Safety Net team is available to regional centers for technical assistance and questions regarding proposed requests and this letter, at SafetyNet@dds.ca.gov.

Sincerely,

Original Signed by:

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

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