

November 5, 2025

P-2025-Reporting Requirements-001

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: ANNUAL REPORTING ON PAID INTERNSHIP PROGRAM AND
COMPETITIVE INTEGRATED EMPLOYMENT INCENTIVE PAYMENTS

Welfare and Institutions Code sections [4870\(b\) and \(e\)](#) require regional centers to annually report information to the Department of Developmental Services (Department) on placements and payments associated with the Paid Internship Program (PIP) and the Competitive Integrated Employment Incentive Payment (CIE-IP) program.

Following this letter, an email will be sent to each regional center's employment specialist with instructions on how to access the survey using the RC portal. Completed surveys with Fiscal Year (FY) 2024-2025 data must be returned to the Department on or before December 19, 2025.

The PIP and CIE survey spreadsheets are pre-populated with data from the Uniform Fiscal System, Client Development Evaluation Report, and Client Master File about individuals who had purchase of service payments under sub-codes PIP and EMPP. Regional centers should verify that all pre-populated data is accurate and make corrections and/or additions as needed. Individuals not already listed on the spreadsheets who were engaged in a PIP and/or eligible for PIP or CIE-IP 30-day incentive payments in FY 2024-2025 should be added.

Please review all instructions contained in the instructions tab of each survey spreadsheet before entering the data for your regional center. Adherence to these instructions will facilitate data consistency and easier tabulation across all programs and regional centers.

- Only include individuals who participated in a PIP or reached a PIP or CIE 30-day incentive payment milestone in FY 2024-25, which is July 1, 2024 through June 30, 2025.
- Do not alter the survey spreadsheets except to add requested information.
- Utilize the drop-down menus where they are provided. These dropdown menus appear when the cell is clicked.

Paid Internship Program

On the PIP survey spreadsheet, columns A through I have been pre-populated with data for your regional center. If regional center is aware that the PIP led to employment,

regardless of whether the vendor applied for a CIE incentive, indicate the job placement in rows X-AD.

Competitive Integrated Employment Incentive Payments

On the CIE-IP spreadsheet, columns A through I have been pre-populated with 30-day incentive data for your regional center. Include only individuals who reached a 30-day incentive payment milestone in FY 2024-25.

The Department appreciates your efforts with the completion of this survey. If you have any questions, please contact Michael Luna, Chief, Employment Services Branch at (916) 654-2208 or michael.luna@dds.ca.gov.

Sincerely,

Original Signed by:

Sonya Fox
Employment Services Branch Manager
Community Assistance and Development

Attachments

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