

March 2, 2026

G-2025-Employment-001-REV

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: JOB DEVELOPMENT SERVICE DESCRIPTION AND PROGRAM  
ADDENDUM

*The G-2025-Employment-001 letter issued on September 15, 2025 hereby is revised as displayed by underlined and italics or strikethrough. No changes were made to the original attachments.*

As part of continued rate reform [implementation](#), this letter provides guidance regarding the newly established Supported Employment – Individual Placement Job Development subcode.

Job Development is staff time to assist an individual with activities involved in preparing for and securing competitive integrated employment on a 1:1 basis. The intended outcome for this service is competitive integrated employment. The full service description is included with this letter (Attachment A).

Job Development is a limited-time service and allows for up to 120 hours within a 12-month period. Because it is not a full-time service, other regional center services may be authorized for the same day. ~~Other services may take place on the same day but not at the same time.~~

Job Development funded by the regional center is for individuals who are pending eligibility or not eligible for employment services through the Department of Rehabilitation. Job Development is offered as a service under service code 952 Supported Employment – Individual Placement (SEP-IP). SEP-IP providers delivering Job Development services will bill under the subcode 1D0. Reimbursement is limited to the time spent ~~face-to-face~~ with the individual, including ~~Face-to-face means time spent providing individualized direct supports that can be conducted in-person or via communicative technology,~~ or time spent doing work on behalf of the individual. “On behalf of” means time spent doing work outlined in the service description for a specific individual that does not require the individual be present.

To assist with implementation, Department of Developmental Services has established a standardized vendorization/program design addendum (Attachment B) for new and updated vendorizations. Regional center vendored Supported Employment – Individual Placement Providers may begin using this addendum immediately.

Individuals or family members who have questions about this guidance should contact ~~you~~ *their* regional center service coordinator. If you are a regional center and have questions about this guidance, please email [WorkServices@dds.ca.gov](mailto:WorkServices@dds.ca.gov).

Sincerely,

*Original signed by:*

SONYA FOX  
Employment Services Branch Chief  
Community Assistance and Development

Attachments

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