

September 24, 2026

D-2026-Reporting Requirements-005

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: FUNCTIONAL OPERATIONS STAFFING SURVEY

[Welfare & Institutions Code \(WIC\) Section 4437\(a\)\(2\)\(D\)](#) requires the Department of Developmental Services (Department) to report to the Legislature and post on its website, on or before February 1 of each year, supplemental budget information, including regional centers staff information. The attached instructions (Attachment A) are to be used by regional centers to report this information so the Department can summarize, report, and post by February 1, 2027.

Please update your regional center's information on the spreadsheet in the Functional Operations Staffing Reporting workspace of the RC Portal. Please complete the spreadsheet by October 15, 2026

For auditing purposes, regional centers must maintain supporting documentation for a minimum of three years. If you have questions regarding this letter, please contact your primary regional center liaison in the Community Operations Branch at (916) 654-1958 or by email at cob@dds.ca.gov.

Sincerely,

Original Signed by:

TIFFANI ANDRADE
Assistant Deputy Director
Community Services Division

Attachment

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