

October 27, 2026

P-2026-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 section 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.

The PIP and CIE survey spreadsheets are pre-populated with data from the Uniform Fiscal System, Client Development Evaluation Report, and Client Master File on individuals who had purchase of service payments under subcodes PIP and CIEP. Regional centers must 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 or eligible for CIE-IP 30-day incentive payment in FY 2025-26 must be added.

Each regional center Employment Specialist will receive an email from WorkServices@dds.ca.gov with instructions on how to access and complete the surveys via the [RC Portal](#).

Please review all instructions contained in the instructions tab for each survey 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 CIE 30-day incentive payment milestone in FY 2025-26.
- Do not alter the survey spreadsheets except to add the requested information.
- Use the drop-down menus when provided; they appear when you click the cell.

Paid Internship Program Survey

On the PIP survey spreadsheet, columns A through I have been pre-populated with data for your regional center. If the PIP led to employment, regardless of whether the vendor applied for a CIE incentive, indicate the job placement in columns Y-AE.

Competitive Integrated Employment Incentive Payments Survey

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 2025-26. Regional centers no longer need to provide information on the 6-month and 12-month incentive payments. The Department will access this information from purchase of service data and match it with information provided by regional centers.

New Survey Questions:

A new question has been added to both the PIP and CIE-IP surveys:

“Was Job Development (service code 952, subcode 1D0) used to develop this placement? (Yes/No).”

“Job Development used” means a regional center-funded Job Development authorization within 60 days prior to the start of a PIP or CIE according to purchase of service. This question was added to track the use and effectiveness of the new Job Development service in achieving successful employment.

Regional centers must report Fiscal Year (FY) 2025-2026 data to the Department by Friday, December 4, 2026. The Department appreciates your efforts with the completion of this survey. If you have any questions, please contact Workservices@dds.ca.gov.

Sincerely,

Original Signed by:

Sonya Fox, Chief
Employment Services Branch
Community Assistance and Empowerment

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