PETE CERVINKA
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF DEVELOPMENTAL SERVICES
1215 O Street, Sacramento, CA 95814 • www.dds.ca.gov

GAVIN NEWSOM
GOVERNOR

November 6, 2026 D-2026-Reporting Requirements-006

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: PERSONNEL AND ADMINISTRATIVE SERVICES REPORT AND EXECUTIVE DIRECTOR COMPENSATION REPORT FOR FISCAL YEAR 2025-26

Welfare & Institutions Code (WIC) Section 4639.5 requires regional centers to provide the Department of Developmental Services (Department) with a complete and current salary schedule for all personnel classifications used by the regional center. Regional centers also are required to report expenditures from the regional center operations budget for all administrative services, except for maintenance, repair, or purchase of equipment or property. This information is to be reported by the regional centers in a format prescribed by the Department and will be made available public upon request.

Reporting on Personnel Classifications and Administrative Expenditures

The Personnel and Administrative Services Report (Attachment A) includes tabs for the Personnel Classifications Report (Survey A) and the Administrative Expenditures Report (Survey B). Regional centers are to complete and submit the Personnel and Administrative Services Report.

Executive Director Compensation

WIC Section 4639.5, and Article IV Section 5 of the regional center contract require regional centers to report specific information regarding the salaries, wages, and employee benefits for Executive Directors. This information is to be provided using the Executive Director Compensation Report (Attachment B, containing Survey C).

Article IV, Section 5 of the regional center contract also states: "In accordance with [WIC] section 4640.6(l), Contractor shall make available to the public for review, all employment contracts with regional center staff or contractors (entered into on or after January 1, 2003) upon request."

Reporting Timelines

Due Date	Report
December 1, 2026	• Personnel and Administrative Services Report (Attachment A)
January 31, 2027	• Executive Director Compensation Report (Attachment B) • Copy of the Executive Director's employment contract if it was amended or newly executed between January 1, 2026, and December 31, 2026.

Please submit the information described above by their due dates using the RC Portal Personnel and Administrative Services Report and Executive Director Compensation Report Workspace.

Website Posting Requirements
Pursuant to WIC Section 4629.5(b), each regional center is required to post on its internet website, as expeditiously as possible, the salaries, wages, and employee benefits for all managerial positions for which the primary purpose is the administrative management of the regional center, including but not limited to, directors and chief executive officers.

The Department appreciates regional centers' timely and complete submissions. For any questions regarding this letter, please contact your Primary Regional Center Liaison or email cob@dds.ca.gov.

Sincerely,

Original Signed by:

KATIE HORNBERGER
Deputy Director
Community Services Division

Attachments

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