



# Redwood Coast Regional Center

Respecting Choice in the Redwood Community

DATE: March 4, 2016

TO: RCRC Service Providers

FROM: Kim Nash, Director of Clinical and Community Services Departments

SUBJECT: REMINDER to Submit an Updated DS1891 Applicant/Vendor Disclosure Statement - Due Date Extended

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Per our previous notification of November 2015, effective December 27, 2011, the Department adopted emergency regulations to comply with WIC 4648.12. The new regulations require that all active, currently vendored service providers submit a completed "Applicant/Vendor Disclosure Statement", (Form DS 1891), within 120 days of the effective date of the regulations or by April 24, 2012. The Form DS 1891 requires service providers to disclose to the regional center information about the service providers ownership and control interests.

In addition, the regulations require that the regional center review at least biennially or sooner vendor files to ensure the service provider's vendorization is current, complete, and accurate; Regional Centers are to "take routine action" to ensure that service providers have no convictions and have not entered into any settlement agreements in lieu of convictions involving fraud or abuse in a governmental program. This review includes the requirement to obtain an updated DS 1891 from all vendored service providers.

ALL vendors must return the completed DS 1891 Form to Redwood Coast Regional Center by March 31, 2016. This due date has been extended from the previous due date of January 31, 2016. Failure to comply with this requirement may cause a delay in payment of March services until the updated DS 1891 is received.

Please review and complete the DS 1891 Form as soon as possible. Please note that a separate DS 1891 Form is required for each vendor number. Return the completed form no later than March 31, 2016 to Cristina Gomez, Vendor and Rates Coordinator. RCRC has provided an electronic form on our website: <http://www.redwoodcoastrc.org/service-provider/service-provider-supports>. If you have questions regarding this form, please direct your inquiries by email to [criguez@redwoodcoastrc.org](mailto:criguez@redwoodcoastrc.org) or call at 707-462-3832, ext. 228.

Thank you for your prompt attention to this matter and for your continued services and support to individuals eligible for regional center services.

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