

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

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March 29, 2021

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: GUIDANCE REGARDING REIMBURSEMENT FOR TRANSPORTATION SERVICES FOR ALTERNATIVE NONRESIDENTIAL SERVICES

As follow up to the Department of Developmental Services' (Department) [August 31, 2020](#) Directive regarding Alternative Nonresidential Services (Alternative Services) during the COVID-19 State of Emergency, the purpose of this correspondence is to provide guidance for providers of transportation services for reimbursement for Alternative Services.

Beginning April 1, 2021, providers of transportation services will use a monthly unit rate to calculate reimbursement for Alternative Services up to a vendor monthly maximum. The vendor monthly maximum is based upon the average amount of reimbursement for the 12-months prior to February 2020, minus fuel expenses. The amount of each month's reimbursement will be determined by multiplying the monthly unit rate by the number of consumers served each month. If any consumer receives Alternative Services, this methodology applies to all consumers served by the provider that month, including any consumers who received traditional services. All transportation services are to be individualized and responsive to consumers' individual needs.

Regional centers will receive an email (from [SecureShareAdmin@proofpoint.com](mailto:SecureShareAdmin@proofpoint.com)) that will allow for secure download of vendor monthly average reimbursements. Regional centers should distribute these and related information to each provider.

A description of the methodology for calculating the amount of each month's reimbursement is enclosed (Enclosure A). Transportation providers of Alternative Services may submit reimbursements for actual fuel expenses separately. A template for this adjustment and for ongoing reporting of each month's reimbursement calculation is enclosed (Enclosure B).

The Department encourages transportation providers, regional centers and stakeholders to continue to network and evaluate new ways to meet the needs of consumers and the developmental services community with Alternative Services. Additional support may be requested of the selected [Statewide Technical Assistance and Training Agents](#).

**“Building Partnerships, Supporting Choices”**

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Self-advocates, family members or providers with questions related to transportation services should contact their local regional center. Questions from regional centers should be directed to [DDSC19Directives@dds.ca.gov](mailto:DDSC19Directives@dds.ca.gov).

Sincerely,

*Original Signed by:*

BRIAN WINFIELD  
Chief Deputy Director

Enclosures

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