



Redwood Coast Regional Center
Respecting Choice in the Redwood Community

May 29, 2020

Subject: State of Emergency Billing

Dear RCRC Service Providers,

Thank you for your work and dedication in serving persons mutually served by our agencies. The services you provide are critical. It the partnership between the service agencies and regional center that allow us as system of supports to ensure the wellbeing of those served. During these difficult times, our system has been supported by the Department of Developmental Services efforts in securing the needed funds to continue the good work we all do on a daily basis. The securing of funds requires certain assurances and processes being followed. On March 4, 2020, Governor Gavin Newsom declared a State of Emergency (SOE) for California, as a result of the global COVID-19 outbreak (otherwise being referred to as Coronavirus). This memo provides **updated guidance** due to a newly released Directive, dated May 7, 2020, that contains additional specific requirements for those seeking to bill for nonresidential services during the State of Emergency.

The May 7, 2020, DDS Directive can be found here: www.dds.ca.gov/wp-content/uploads/2020/05/DDSDirective_PaymentsForNonresidentialServices_05072020.pdf

All DDS Directives regarding COVID-19 can be found here: www.dds.ca.gov/rc/regional-center-directives/

Redwood Coast Regional Center (RCRC) has a responsibility to verify that service providers are billing in accordance with applicable laws, regulations, and DDS Directives. To that end, RCRC has developed a certification statement for RCRC service providers indicating they have reviewed the DDS Directives and are billing in accordance with them. **RCRC will only allow for absence billing for those service providers that complete the certification statement; certification statement will have to be completed and submitted for each vendor number.** A copy of the statement will be included in vendor files for future auditing purposes. A copy of the certification statement is included with this memo.

If a service provider is billing the regional center for absences pursuant to the DDS Directive and has also received a loan from the Paycheck Protection Program, an Employee Retention Tax Credit or other tax-related provisions of the CARES Act, you must inform RCRC. Your Purchase of Service billing will need to be reduced accordingly for the period of the respective federal aid received. You must maintain proper documentation as you may be subject to audit, and repayment to the regional center may be required.

Corporate Offices 525 - 2nd Street, Suite 300, Eureka, CA 95501 707-445-0893

Satellite offices:

- 1116 Airport Park Blvd., Ukiah, CA 95482 707-462-3832 * □ 270 Chestnut St., Ste A, Ft Bragg, CA 95437 707-964-6387
- 1301 A Northcrest Dr., Crescent City, CA 95531 707-464-7488 * □ 180 Third Street., Lakeport, CA 95453 707-262-0470

Providers intending to bill for non-residential absences/cancelations

Title 17, CCR section 54326(a)(11) states in part:

“If payment for absences due to a State of Emergency is authorized by the Department, the vendor shall bill only for absences in excess of the average number of absences experienced by the vendor during the 12-month period prior to the month in which the disaster occurred.”

Payment

We also want to reiterate RCRC’s long standing practice and publicized billing payment timelines of the 15th of the month if you have submitted your E-Billing invoice by the 5th calendar day of the month, unless otherwise posted. Otherwise, all other payments will be by the last business day of the month. Please note payments may take up to two business days for the EFT to process with your bank. On occasion, RCRC may process payments earlier than the 15th, but this should not be understood as a basis for future payment timings. The fact you receive payment early one month does not assure the same timing may happen the next month. The only guarantee that we can provide is based on the two payment dates mentioned.

No other billing for non-residential absences/cancelations are allowable, other than waivers of the Lanterman Act or the California Code of Regulations, Title 17 explicitly stated in a DDS Directive (i.e. bed holds for residential facilities described in the April 15, 2020 DDS Directive).

For all providers billing services under this State of Emergency declaration, please enter a comment in eBilling in the Comments Log that states, “Billing as outlined in State of Emergency”.

As mentioned previously, this guidance is subject to change based on direction from the State of California.

Thank you for taking precautionary measures and assisting our persons served to remain safe and healthy during this critical time. If you have any SOE billing questions, please contact RCRC.

Sincerely,

Kim Nash
Director of Community Services

Cc: Director of Administration