

2500



**SCLARC**

South Central Los Angeles  
Regional Center

2500 S. Western Ave.  
Los Angeles, CA 90018

T: 213-944-3000

[www.sclarc.org](http://www.sclarc.org)



South Central Los Angeles Regional Center  
*for persons with developmental disabilities, inc.*

**Becoming a  
“Vendored”  
Service Provider**  
**Acceptance. Inclusion. Support.**

***“Becoming a SCLARC vendor is not solely a business decision, rather it’s a decision to invest in the lives of the individuals that we serve.”***

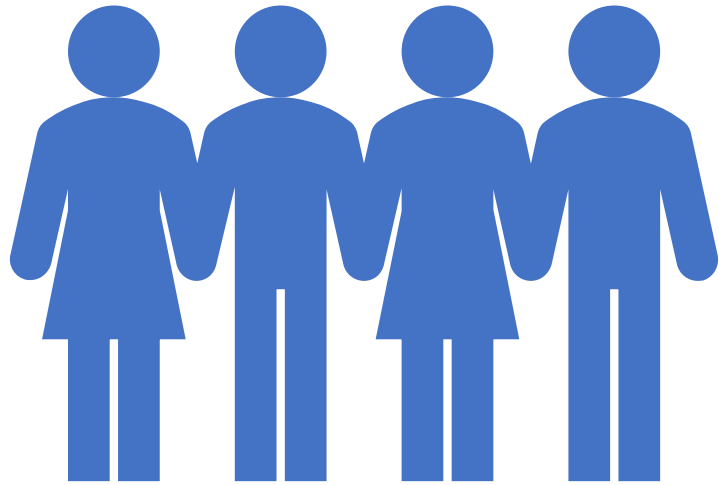
Resource Development  
Community Services



# SECTION I



# Presentation Overview



Who is SCLARC?



What is Vendorization?



Intro to Community Services



Service Verification Process



SCLARC Catchment Area



Important Reminders

# Who is SCLARC?

South Central Los Angeles Regional Center (SCLARC) is a nonprofit organization that is funded by the State Department of Developmental Services (DDS).

SCLARC coordinates a variety of supportive services for individuals of all ages with developmental disabilities.

- Autism
- Cerebral Palsy
- Epilepsy
- Intellectual Disabilities



We provide intake, assessment, diagnosis and lifelong service coordination.

[www.SCLARC.org](http://www.SCLARC.org)

# SCLARC's Goal

SCLARC's goal is to provide services and supports that allow individuals with development disabilities to live productive lives as welcomed members of their community.

BECAUSE...

We believe disabilities are only one aspect of the identities of the diverse individuals SCLARC serves.



# Community Services

## Resource Development (RD)

Assess needed resources and review identified unmet need referrals on an ongoing basis.

Evaluate tools for residential and nonresidential programs as needed based upon working knowledge of regulations and best practices in the field.



## Quality Assurance (QA)

Coordinate and conducts quality assurance evaluations on facilities and community programs including drafting evaluations reports, conducting follow-up visits, and providing ongoing monitoring.

# Resource Development Mission Statement

We are dedicated to cultivating strong partnerships, *creating innovative solutions*, and leveraging available resources to drive sustainable growth and maximize impact for services.

We do this by *fostering collaboration*, delivering exceptional results, and embracing continuous improvement. We strive to make a lasting difference in our organization and the communities we serve.

Together, we are committed to *creating a brighter future* and unlocking the potential within every opportunity.

Our Department's mission is to *empower and inspire positive change* through strategic resource development.



# What is Vendorization



Vendorization is a process which consists of a detailed application process to ensure potential service providers possess the appropriate requirements and meet the standards specified in regulations set forth by the California Code of Regulations (CCR), Title 17, Welfare & Institutions Code Section (WIC), CCR, Title 22, and or any pertinent law or regulation required to provide the type of services.



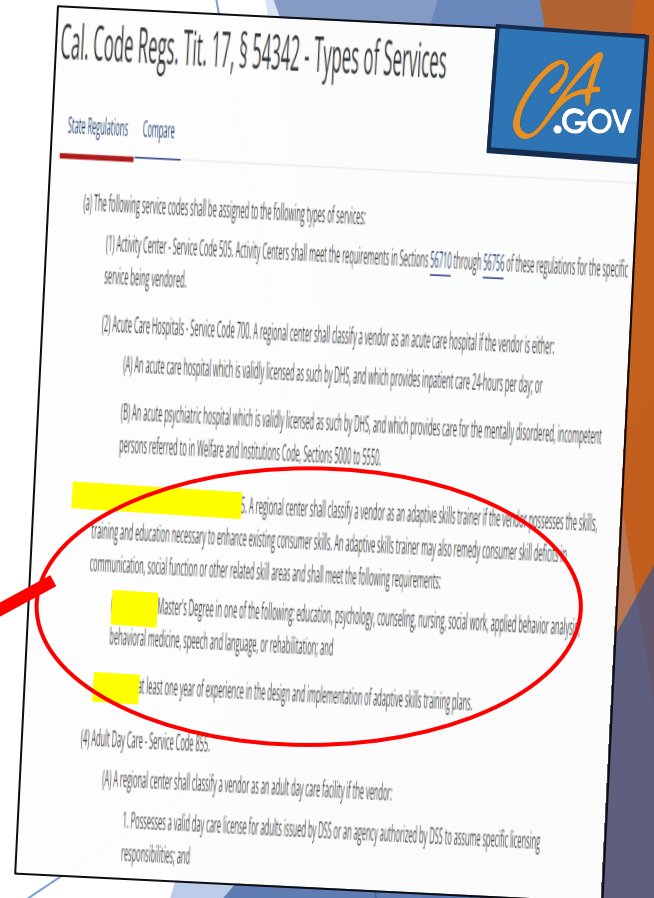
Applicants who meet the specified requirements are assigned a service code and a unique vendor identification number.

# Steps For Service Verification

## Select Type of Service

- Review **CCR, Title 17, Section 54342** to determine the **type of service** you would like to offer.
  - *Example: If you are developing an Adaptive Skills program, you would select Service Code (SC) 605. The section of the regulation also outlines the qualifications.*

**(3) Adaptive Skills Trainer - Service Code 605.** A regional center shall classify a vendor as an adaptive skills trainer if the vendor possesses the skills, training and education necessary to enhance existing consumer skills. An adaptive skills trainer may also remedy consumer skill deficits in communication, social function or other related skill areas and shall meet the following requirements:  
**(A) Possess** a Master's Degree in one of the following: education, psychology, counseling, nursing, social work, applied behavior analysis, behavioral medicine, speech and language, or rehabilitation; and  
**(B) Have** at least one year of experience in the design and implementation of adaptive skills training plans.





# Example: CCR, Title 17, Section 54310



## Cal. Code Regs. Tit. 17, § 54310 - Vendor Application Requirements



State Regulations [Compare](#)

(a) An applicant who desires to be vendored shall submit Form DS 1890 (7/2011), entitled Vendor Application, and the information specified in (1) through (10) below, to the vendoring regional center.

(1) Applicant's name, including the name of any governing body or management organization;

(2) Applicant's Social Security Number, Federal Tax ID number, or a copy of any document accepted by the federal government which establishes identity of applicant;

(3) Applicant's mailing address;

(4) Address of service, if applicable;

(5) Name of family member, owner or executive director, as applicable;

(6) Types of service to be provided;

(7) Telephone number;

(8) Facility capacity, if applicable;

(9) Identification of the type of consultants, subcontractors and community resources to be used by the vendor as part of its service.

(10) Copies of:

(A) Any license, credential, registration, certificate or permit required for the performance or operation of the service, or proof of application for such document;

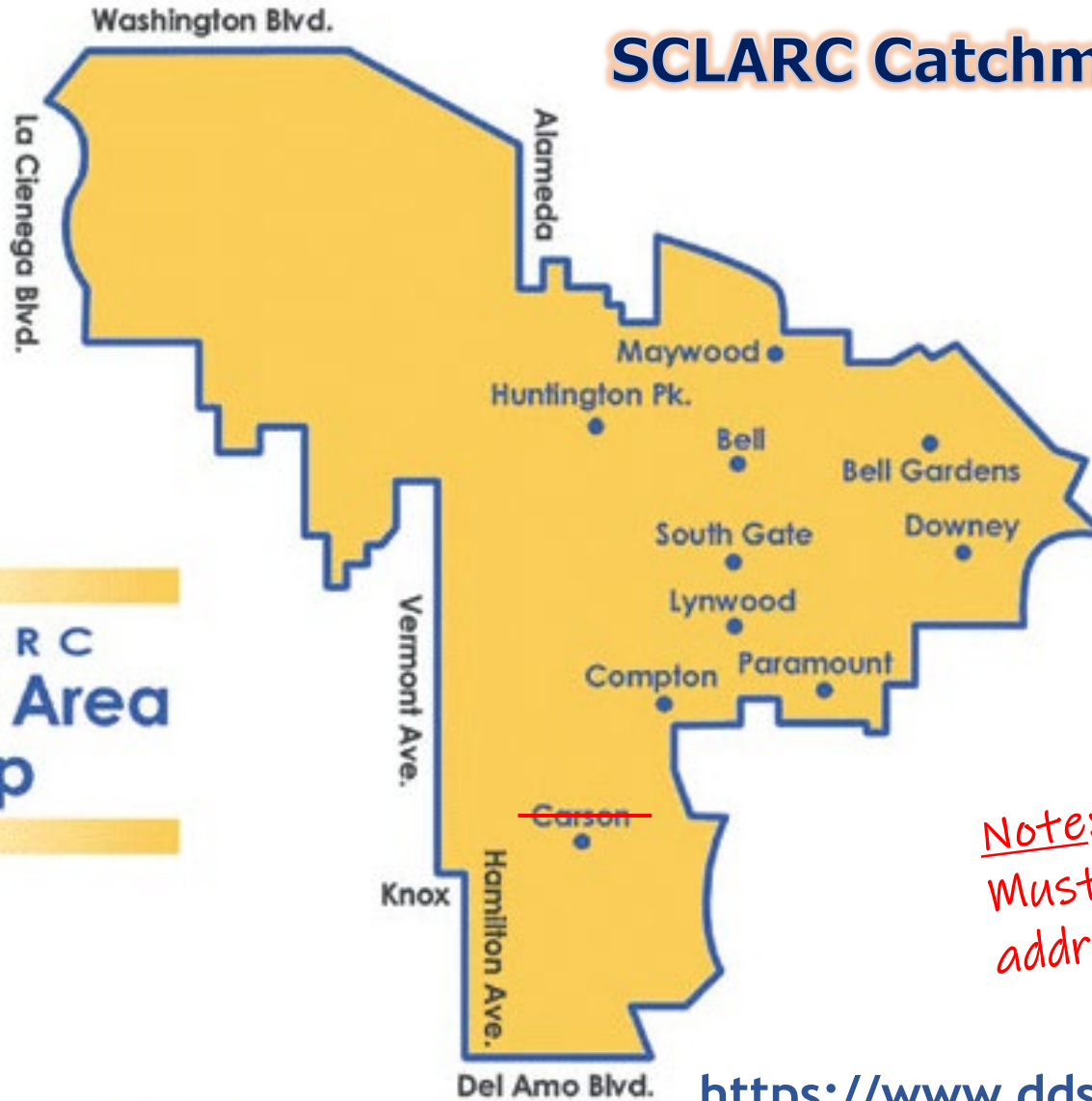
(B) Any academic degree required for performance or operation of the service;

(C) Any waiver from licensure, registration, certification, credential, or permit from the responsible controlling agency;

(D) The proposed or existing program design as required in Sections 56712 and 56762 of these regulations, if applicable, for applicants seeking vendorization as community-based day programs;

# SCLARC Catchment Area

## SCLARC Service Area Map



### SCLARC serves the cities of:

- Bell
- Bell Gardens
- Maywood
- Paramount
- Cudahy
- Downey
- Huntington Park
- South Gate
- Compton
- Lynwood
- Gardena
- Vernon
- ~~Carson~~
- South Los Angeles
  - Watts
  - Crenshaw
  - Hyde Park
  - Leimert Park
  - View Park
  - Baldwin Hills

*Note:  
Must have a business  
address in the area...*

<https://www.dds.ca.gov/rc/lookup-rcs-by-county/>

# Regional Center Lookup

Use DDS website to verify SCLARC's catchment area.

<https://www.dds.ca.gov/rc/lookup-rcs-by-county/>



Enter the full address to get the most accurate results.

1. Visit [www.dds.ca.gov](http://www.dds.ca.gov)
2. Click on “Regional Centers”
3. Click on “Regional Center Lookup”
4. Select “Los Angeles County”
5. Enter the **complete physical address** (street number, street name, and zip code)

**Service Providers:** Complete steps in the [Provider Directory](#) by May 30, 2025.

DDS Department of Developmental Services

Consumers Services Regional Centers Vendors Initiatives Transparency Search

Angeles County, which is by health districts and not by county.

CALIFORNIA LOS ANGELES COUNTY

2500 S. Western Ave. Los Angeles CA 90018

Search for an address to return the most accurate results in the map by:

- Clicking the search box and typing in an address
- Using the current location button (📍) Use current location option that appears when clicking in the search box.

Results will show the Regional Center Catchment Area that corresponds with the searched address.

Start a new search with Clear Search (X) or Clear search location buttons.

Map Options:

Use the Home button (🏠) to set the Map to the full extent.

Share (🔗) this page with others by copying the link or posting to social media.

# What is a Request for Proposal (RFP)

- A Request for Proposal (RFP) is an open request for a proposal that is prepared by a Regional Center for services and supports according to WIC, Section 4648.11.
- [www.leginfo.legislature.gov](http://www.leginfo.legislature.gov)

## Welfare & Institutions Code Section (WIC) 4648.11

The screenshot shows the California Legislative Information website. The page title is "Welfare & Institutions Code Section (WIC) 4648.11". The page content includes the following text:

WELFARE AND INSTITUTIONS CODE - WIC  
DIVISION 4.5. SERVICES FOR THE DEVELOPMENTALLY DISABLED [4500 - 4885] ( Division 4.5 added by Stats. 1977, Ch. 1252. )  
CHAPTER 5. Regional Centers for Persons With Developmental Disabilities [4620 - 4669.75] ( Chapter 5 added by Stats. 1977, Ch. 1252. )

ARTICLE 2. Regional Center Responsibilities [4640 - 4659.2] ( Article 2 added by Stats. 1977, Ch. 1252. )

**4648.** In order to achieve the stated objectives of a consumer's individual program plan, the regional center shall conduct activities, including, but not limited to, all of the following:

(a) Securing needed services and supports.

(1) It is the intent of the Legislature that services and supports assist individuals with developmental disabilities to achieve the greatest self-sufficiency possible and to exercise personal choices. The regional center shall secure services and supports that meet the needs of the consumer, as determined in the consumer's individual program plan, and within the context of the individual program plan, the planning team shall give highest preference to those services and supports that would allow minors with developmental disabilities to live with their families, adult persons with developmental disabilities to live as independently as possible in the community, and that allow all consumers to interact with persons without disabilities in positive, meaningful ways.

(2) In implementing individual program plans, regional centers, through the planning team, shall first consider services and supports in natural community, home, work, and recreational settings. Services and supports shall be flexible and individually tailored to the consumer and, if appropriate, the consumer's family.

(3) A regional center may, pursuant to vendorization or a contract, purchase services or supports for a consumer from an individual or agency that the regional center and consumer or, if appropriate, the consumer's parents, legal guardian, or conservator, or authorized representatives, determines will best accomplish all or part of that consumer's program plan.

(A) Vendorization or contracting is the process for identification, selection, and utilization of service vendors or contractors, based on the qualifications and other requirements necessary in order to provide the service.

# Equity and Diversity in RFPs

WIC, Section 4648.11 states:

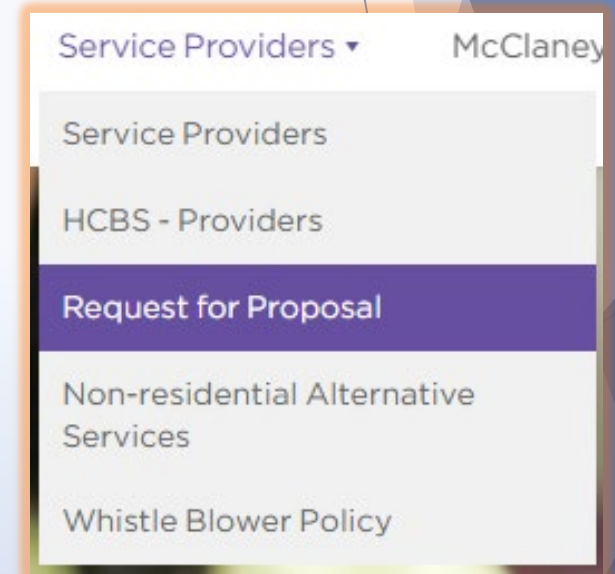
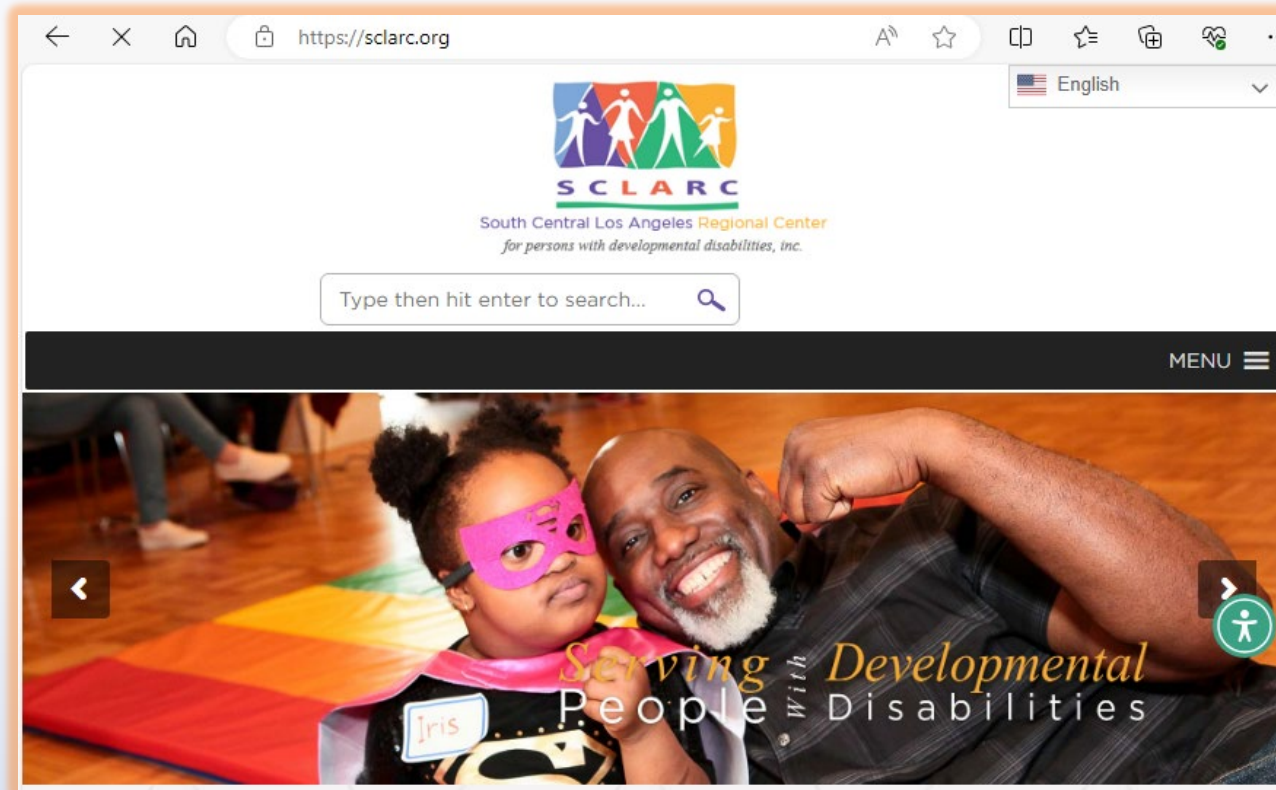
(a)(1) Except as provided in subdivision (b), a request for proposals that is prepared by a regional center for consumer services and supports shall include a section on issues of equity and diversity.

RFPs must include the following:

- A statement outlining the applicant’s plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations.
- Examples of the applicant’s commitment to addressing the needs of those diverse populations.
- Any additional information that the applicant deems relevant to issues of equity and diversity.
- A request for proposals that applies only to specifically identified consumers is required only to request information on how the applicant plans to provide culturally and linguistically competent services and supports to those specific consumers.”
- RFP’s may or may not offer funding for a Community Placement Plan (CPP) and/or Community Resource Development Plan (CRDP).

# How to Search for RFPs on SCLARC.org

<https://sclarc.org/service-providers/request-for-proposal.php>



# Important Things to Note...

Request for Proposals (RFP) are posted according to need. SCLARC will publish, e-blast, and/or use SCLARC's website to announce the type of resources needed.

It is highly recommended that you check [SCLARC.ORG](http://SCLARC.ORG) for RFP's and other needs.

Work with SCLARC closely prior to buying property, engaging individuals, or providing a letter of interest to understand what is needed because **vendorization does not guarantee referrals.**

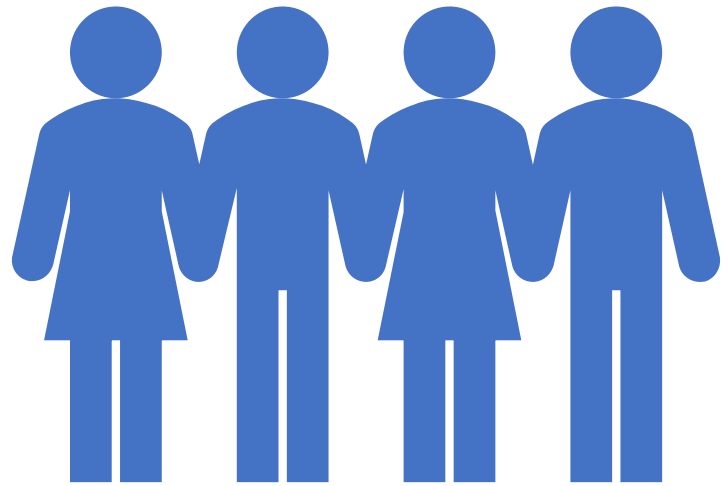
SCLARC recommends attending at least one (1) monthly information session at SCLARC regarding Vendorization.



## SECTION II:

# Understanding the Vendorization Process

# Presentation Overview



Standardized  
Vendorization  
Rollout

Eligibility and  
Requirements

Vendor  
Application  
Process

Who Can Apply

Vendorization  
Timeline and  
Stages

Support and  
Resources

# Standardized Vendorization Rollout Background

- ▶ **Initial Implementation**  
Beginning December 3, 2025, South Central Los Angeles Regional Center began using the Provider Directory for all new vendorization applications.
- ▶ The Provider Directory is an online system used to submit applications, upload required documents, communicate with the regional center, and track application status throughout the vendorization process.
- ▶ **Mandatory Usage**  
As of March 1, 2026, the Provider Directory is mandatory for all new vendor applications.
- ▶ **Ongoing Application Submission**  
Effective July 1, 2026, Purchase Reimbursement applications must be submitted through the Provider Directory only.
- ▶ **Smooth Transition**  
This phased rollout is designed to support a standardized system for application management and vendor progress tracking.

<https://caddspod.servicenowservices.com/spd> \*

# How to Prepare For Vendorization

## Determine Your Service Type

Before beginning the application process, identify the specific service you plan to provide and the service code that best aligns with your qualifications and experience. Service codes are outlined in CCR, Title 17, Section 54342.

## Understand the Requirements

Take time to review the requirements, guidelines, and directives provided by the Department of Developmental Services (DDS) before submitting your application.

## Review California Code of Regulations (CCR), Title 17 Guidelines

Become familiar with CCR, Title 17 regulations related to vendorization, provider qualifications, and service requirements.

## Prepare to Avoid Delays

Make sure all **required** documents, information, and qualifications are **complete** before submitting your application to help avoid delays in processing.

# Vendor Application Timeline

## Initial Submission

Applicants submit required information and supporting documents to confirm qualifications. This is reviewed by the regional center within **15 days**.

## Full Application Review

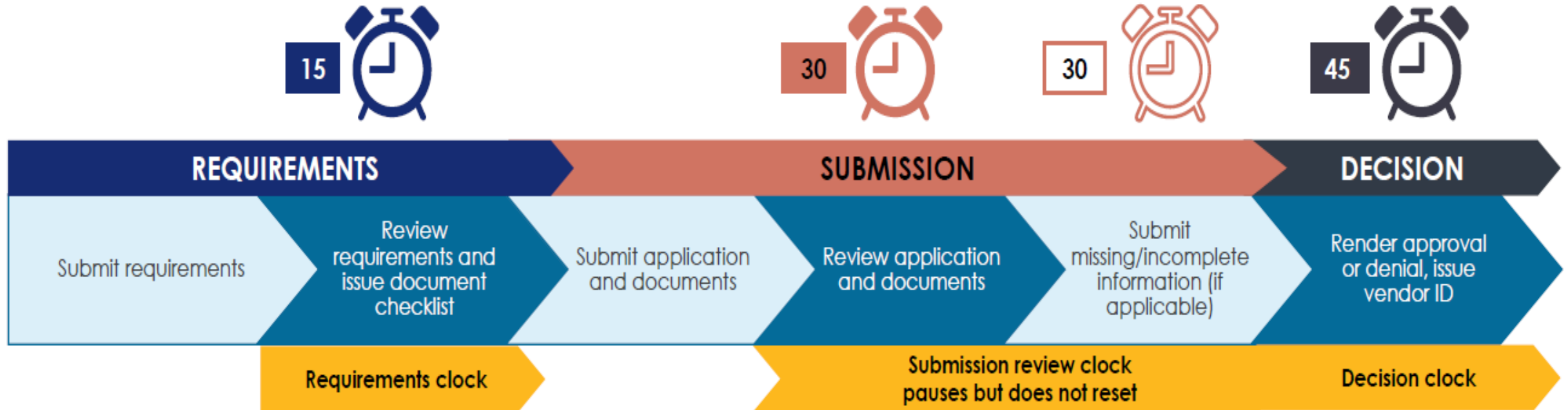
Once the complete application is submitted, it is reviewed within **30 days**. If updates or corrections are needed, applicants have **30 days** to make revisions.

## Final Decision

A final decision is issued within **45 days** of a complete review. Approved applicants receive a vendor number, and denied applicants are provided next steps and appeal information.

# Vendorization Application Process

 Service Provider     Regional Center     #  Processing time: calendar days to complete task



# Who Can Apply

- New and Prospective Providers
- Existing Providers: May apply to add new services or expand into additional service areas.
- Family Members and Guardians: Family members or guardians may apply when providing approved services as part of an individual's program plan.
- Emergency vendorization requests, Community Placement Plan (CPP) and/or Community Resource Development Plan (CRDP) projects; require direct coordination with the Regional Center for proper processing.

**Important Note:** A vendor application can be submitted at any time, giving applicants flexibility to apply when they are ready to provide all needed supporting documentation.

# Who Cannot Apply through the Provider Directory?



## Application Restrictions

Entities providing services under the Self-Determination Program are generally ineligible to apply through the Provider Directory.



## Exception for FMS

Financial Management Services with service codes 315-317 are exceptions and allowed to apply through the Provider Directory.



## Importance of Compliance

Applicants must follow the correct pathways to avoid missteps and ensure proper application processing.

# Applicant Eligibility Restrictions

Certain individuals, organizations, or providers may not be eligible to apply for vendorization due to conflicts of interest or compliance concerns

- Federal Employees of the State of California; officers and employees
- Regional centers; including employees and immediate family members
- Area Board members; employees, and immediate family members
- HDOs with conflict of interest involving board members or employees
- Applicants with a history of deficiencies or non-compliance with contradicting agencies

# Over Saturation of Services

Services that are not in need at SCLARC:

- Supported Living Services
- Independent Living Services
- Unlicensed Day Programs
- Level 6 Adult Residential Facilities (ambulatory)

# Current Needed Services

## Early Start Service Providers

- Early intervention services support infants and toddlers from birth to age 3. These services are family-centered and designed to support the child's development while also helping meet the needs of the family.

## Clinicians

- There is a growing need for occupational therapists, speech pathologists, and physical therapists to support community-based health services.

## Children Group Home

- Children's Group Home service providers support children's group homes by helping create safe, supportive, and nurturing environments for youth.

# Referrals: What Providers Should Know

- ▶ How Referrals Are Made

Referrals are based on individual needs and program decisions to ensure appropriate and person-centered services.

- ▶ Important Note

Vendorization makes you eligible to provide services, but referrals are based on individual needs and are not guaranteed.

- ▶ Regulatory Reference

California Code of Regulations (CCR), Title 17, Section 54322(d)(10) states that vendorization does not guarantee referrals or placement with a vendored provider.

# After Vendorization Approval

- A service provider may be utilized by other regional centers, known as “user” or “utilizing” regional centers, as well as the originally vendoring regional center.
  - For accurate record keeping, each provider is assigned a vendor number that is used for services, billing, and transactions by all regional centers purchasing the vendored service.
- An approval letter will be issued upon completion of vendorization that includes all authorized service information. Once the approval letter is received, services may begin.

# Standardized Vendorization Summary

## Vendorization Overview

Vendorization is the official approval that allows providers to deliver services through regional centers to individuals with disabilities.

## Provider Directory

The Provider Directory is an online system used to submit documents, communicate, and check application status.

Link: <https://caddspod.servicenow.com/spd>

## Vendor Number and Service Code

Once approved, providers receive a vendor number and service code to provide services within the regional center system.

## What this means for Service Providers

Understanding vendorization helps providers follow requirements and move successfully through the approval process.

# Important Terms and Regulatory References

**Department of Developmental Services (DDS)**- Under the Lanterman Developmental Disabilities Services Act, DDS is responsible for overseeing the coordination and delivery of services and supports to more than 360,000 Californians with developmental disabilities including cerebral palsy, intellectual disability, autism, epilepsy and related conditions. The state's service system is designed to meet the needs and choices of individuals at each stage of their lives, and, to the extent possible, serve them in their home communities, providing choices that are reflective of lifestyle, cultural and linguistic backgrounds. DDS contracts with 21 regional centers across California.

**Community Care Licensing (CCL)**- Under the division of California Department of Social Services. CCL is responsible for licensing adult, child, and family day and/or care homes. CCL regulates the number of children or adult to be cared for as well as the number of adult caregivers. Licensing sets staff and caregiver qualifications that are based on education and experience. The caregiver or center must meet specific health, nutrition, maintenance, and safety.

**California Code of Regulations (CCR)**- The official compilation and publication of the regulations adopted, amended or repealed by state agencies pursuant to the Administrative Procedure Act (APA). Properly adopted regulations that have been filed with the Secretary of State have the force of law. Regional Centers will utilize but not limited CCR, Title 17 and CCR, Title 22.

**Welfare and Institutions Code (WIC)**- "Law of the Land." The range of issues addressed in this Code includes services relating to welfare, dependent children, mental health, handicapped, elderly, delinquency, foster care, Medi-Cal, food stamps, rehabilitation, and long-term care, just to name a few.

# Key Contacts and Resources

Department of Developmental Services (DDS)- General website

- <https://www.dds.ca.gov/>

Department of Developmental Services (DDS)- FAQ

- <https://www.dds.ca.gov/rc/vendor-provider/vendorization-process/vendorization-rates-frequently-asked-questions/>

Community Care Licensing (CCL)- Website

- <https://www.cdss.ca.gov/inforesources/community-care-licensing>

Westlaw California Code of Regulations (CCR)

- <https://govt.westlaw.com/calregs/Search/Index>

Lanterman Act & Related Laws

- <https://www.dds.ca.gov/transparency/laws-regulations/lanterman-act-and-related-laws/>

Create or Login to the Provider Directory Portal

- <https://caddspod.servicenowservices.com/spd>

# Vendorization Resources and Support Links

## ► Comprehensive Online Resources

Applicants can access step-by-step guides, FAQs, and detailed information about the vendorization process on the DDS website:

<https://www.dds.ca.gov/rc/vendor-provider/vendorization-process/>

## ► Frequently Asked Questions (FAQs)

Standardized Vendorization Process FAQ:

[https://www.dds.ca.gov/wp-content/uploads/2025/09/Vendorization-FAQs\\_Provider\\_Applicant.pdf](https://www.dds.ca.gov/wp-content/uploads/2025/09/Vendorization-FAQs_Provider_Applicant.pdf)

Vendorization Rates FAQ (How to Get Vendored):

<https://www.dds.ca.gov/rc/vendor-provider/vendorization-process/vendorization-rates-frequently-asked-questions/>

## ► SCLARC Vendorization Support

For questions or assistance with the vendorization process, contact SCLARC:

vendorization@sclarc.org

(213) 744-7000

# Additional Resources and Support

- ▶ Standardized vendorization information and helpful resources are available on the Department of Developmental Services (DDS) website: <https://www.dds.ca.gov/rc/vendor-provider/vendorization-process/>
- ▶ For questions related to vendorization, you can contact DDS directly at [vendorization@dds.ca.gov](mailto:vendorization@dds.ca.gov)
- ▶ For technical support or assistance accessing the Provider Directory, please email: [providerdirectory@dds.ca.gov](mailto:providerdirectory@dds.ca.gov)

# Got Questions?

[vendorization@dds.ca.gov](mailto:vendorization@dds.ca.gov)

[providerdirectory@dds.ca.gov](mailto:providerdirectory@dds.ca.gov)

[vendorization@sclarc.org](mailto:vendorization@sclarc.org)



South Central Los Angeles Regional Center  
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**Thank you for your interest  
in partnering with SCLARC**

