



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

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

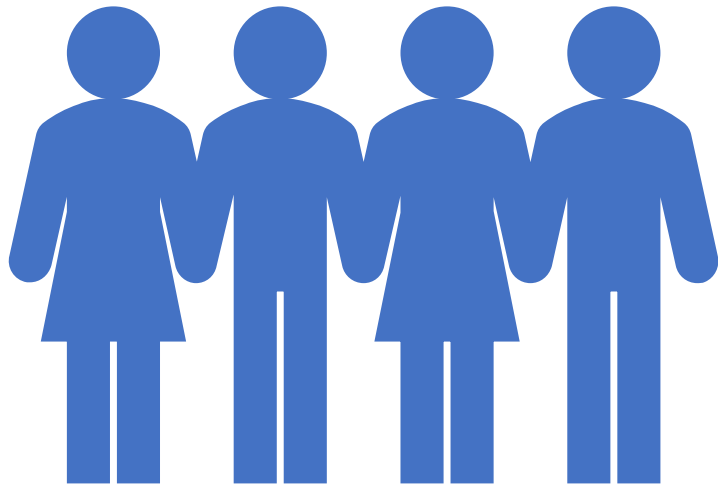
“Becoming a SCLARC vendor is not solely a business decision, rather it’s a decision to invest in the lives of the individuals that we serve.”

Resource Development
Community Services

SECTION I



Overview



Who is
SCLARC?



Intro to
Community
Services



What is
Vendorization?



Steps to
Verification
of Services



Catchment
Area



Important
Notes

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

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.

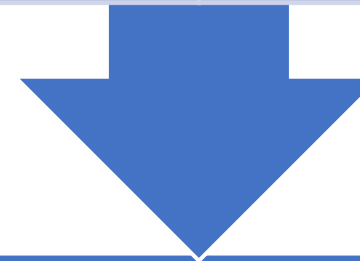


Community Services

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.

How to Prepare

Determine what service type you are planning to provide and understand applicable statutes, regulations and directives issued by the Department of Developmental Services based on your experience and expertise.

Study The Department of Developmental Services regulations which are governed by CCR, Title 17 Division 2 of the California Code of Regulations (CCR).

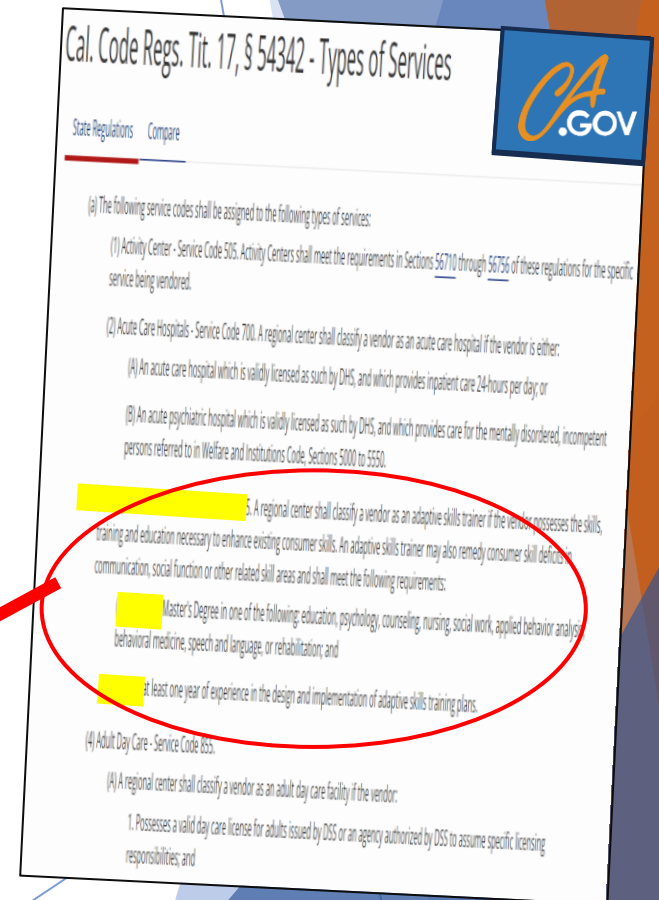
Review the vendorization regulations located at CCR, Title 17, Division 2, Chapter 3, Subchapter 2.

Steps for Verification of Services

Select Type of Service

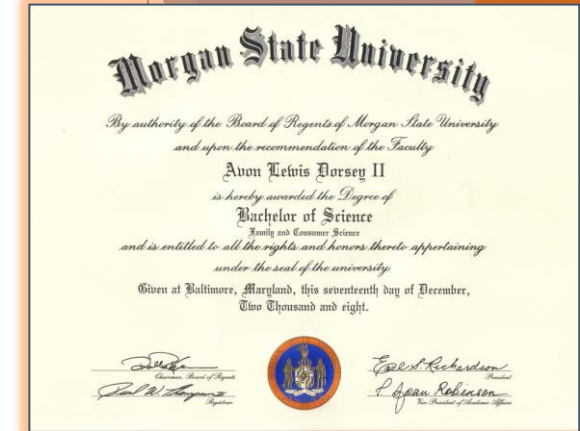
- Review **CCR, Title 17, Section 54342** to determine the type of service you would like to offer.
 - *Example: If you are developing an Adaptive Skills program, you would select Service Code (SC) 605. The section of the regulation also outlines the qualifications.*

(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.



Confirm Qualifications and Requirements

- Review **CCR, Title 17, Section 54310** to understand the vendor application requirements.
 - Vendor Application Requirements include financial strength, qualifications, licenses, accreditations, certificates, business licenses, insurance, registration, permits, academic degrees, completion of a DS1891 and a business address within the catchment area of the vendoring regional center.



A 'Cert. of Insurance' form for Scott Davies, a Construction Worker. The form includes sections for 'INSURANCE INFORMATION', 'CERTIFICATE NUMBER', and 'REGISTRATION NUMBER'. It lists various insurance types and their amounts, such as General Liability (\$1,000,000), Workers' Compensation (\$1,000,000), and Unemployment Insurance (\$1,000,000).

A profile and employment history form for Scott Davies, a Construction Worker. The form includes sections for 'INFO', 'PROFILE', 'EMPLOYMENT HISTORY', 'LINKS', and 'SKILLS'. It lists his current employer as 'Construction Worker, Group Five Holdings' and his previous employer as 'Murray & Hobbart'. It also lists his skills, including 'Site Preparation', 'Demolition', and 'Construction'.

A 'BUSINESS LICENSE' for Albert R. Renteria, a Business License Holder. The license is issued by the City of Peris, California, and is valid until June 12, 2012. It includes sections for 'Name', 'Business', 'Location', 'Mail To', 'Number', 'Expiration', 'Fee', 'Late Charge', and 'Description'. The license is for 'PROFESSIONAL SERVICES'.

Example: CCR, Title 17, Section 54310



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



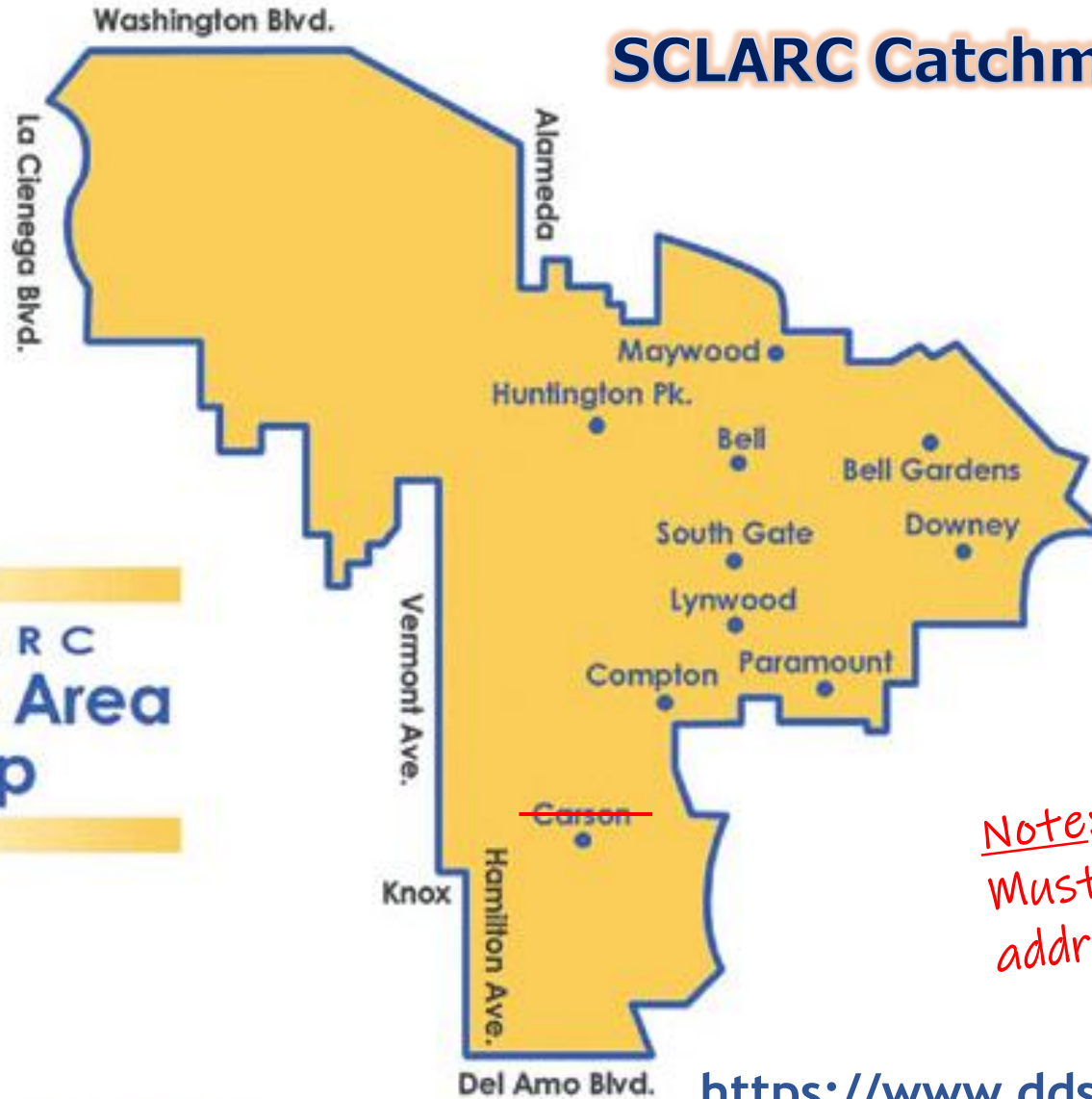
State Regulations Compare

(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
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

2500 S. Western Ave. Los Angeles, CA, 90018, USA

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:

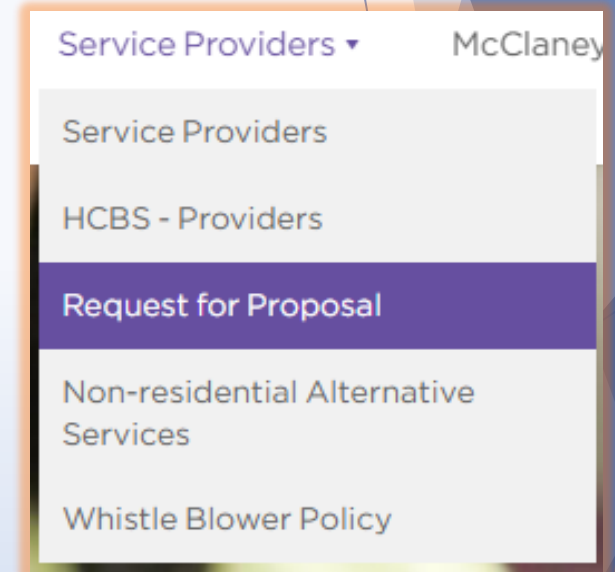
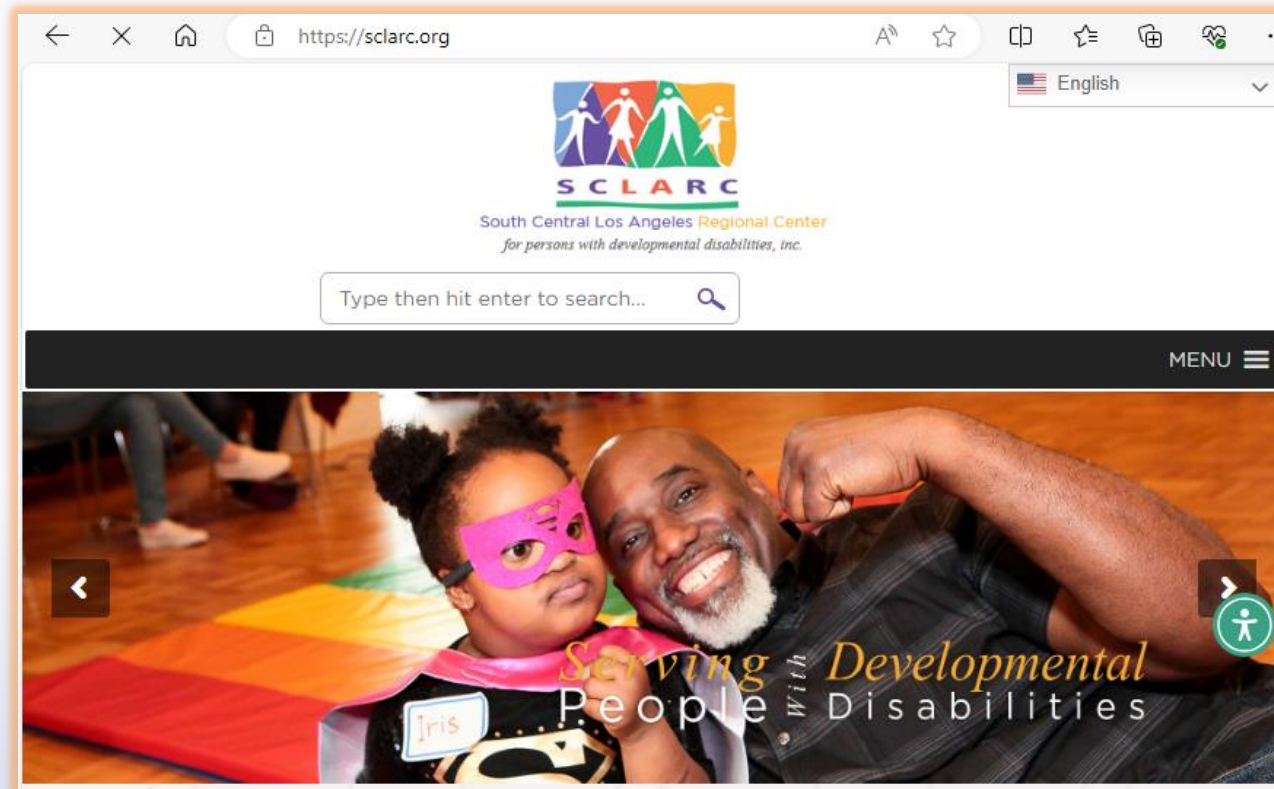
Use the Home button (🏠) to set the Map to the full extent.

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



Search for Request for Proposal (RFP)

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



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

Welfare & Institutions Code Section (WIC) 4648.11

The screenshot displays the California Legislative Information website. The header includes the California State Capitol logo and the text "California LEGISLATIVE INFORMATION". Navigation links such as "skip to content", "home", "accessibility", "FAQ", "feedback", "sitemap", and "login" are present. A "Quick Search" box allows searching by Bill Number (e.g., AB1 or ab 1 or ABX1). Below the header, a breadcrumb trail shows "California Law >> >> Code Section". A search interface for "Code" and "Section" is available. The main content area, titled "WELFARE AND INSTITUTIONS CODE - WIC", lists "DIVISION 4.5. SERVICES FOR THE DEVELOPMENTALLY DISABLED [4500 - 4885]" and "CHAPTER 5. Regional Centers for Persons With Developmental Disabilities [4620 - 4669.75]". It then displays "ARTICLE 2. Regional Center Responsibilities [4640 - 4659.2]". The specific section, "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:", is shown with three numbered items: (1) Intent of the Legislature regarding services and supports; (2) Implementation of individual program plans; and (3) Vendorization or contracting process. A sub-section (A) further details the vendorization process.

Equity and Diversity Matters

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.

RFP's include:

- 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).

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 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.

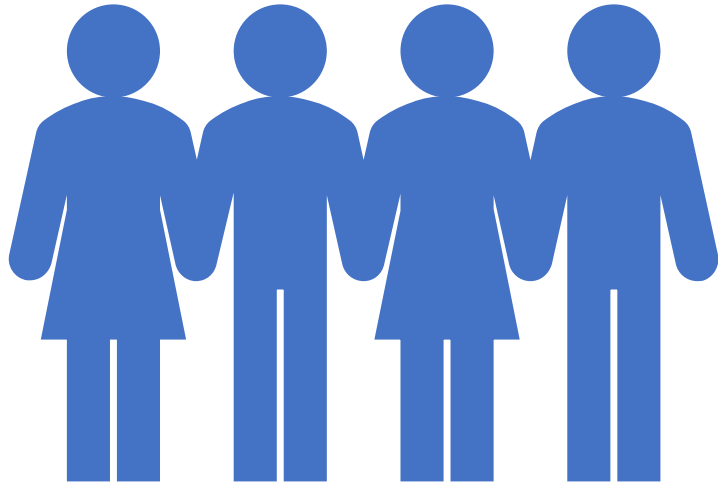




SECTION II:

VENDORIZATION ROLLOUT

PROVIDER DIRECTORY



Vendorization
Roll-Out

Eligibility

Requirements

How to Apply

Timelines

Resources

How to Become a Service Provider / Vendor

Essential steps to start providing services at SCLARC



Vendorization Rollout Timeline

Initial Implementation

Starting December 3, 2025, South Central LA Regional Center begins using Provider Directory for new vendorizations. (See link below)*

Mandatory Usage

By March 1, 2026, the Provider Directory becomes mandatory for all new vendorization applications.

Exclusive Application Submission

Effective July 1, 2026, Purchase Reimbursement applications must be completed only via the Provider Directory.

Smooth Transition

The phased timeline ensures a standardized system for managing applications and tracking vendorization progress.

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

Vendorization Summary

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

Online Provider Directory

The Provider Directory is a centralized online platform for submitting documents, communication, and application status monitoring. Link Below:

<https://caddsprod.servicenowservices.com/spd>

Vendor Number and Service Code

Approved providers receive a vendor number and service code to operate within the regional center system.

Compliance and Onboarding

Understanding vendorization is critical for compliance and successful onboarding of service providers.

Eligibility and Timing

Who Can Apply

New Service Providers

Potential new providers can apply to offer services supporting individuals with developmental disabilities.

Expanding Existing Providers

Existing providers may apply to add new services or expand into new service areas.

Family Members and Guardians

Family members or guardians can apply when providing agreed-upon services as part of a program plan.

When to Apply

General Application Timing

Applications for vendorization can be submitted anytime to accommodate varying applicant needs and schedules.

Special Case Coordination

Emergency vendorization and CPP or CRDP projects require direct coordination with regional centers for appropriate processing.

Ensuring Compliance

Applicants should verify timing and procedures to ensure compliance and expedite their vendorization process.

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 INELIGIBILITY

1. The State of California, its officers or its employees.
2. A regional center, its employees, and their immediate family members.
3. Area Board members, their employees or their immediate family members.
4. Any HDO with a conflict of interest in either board members or employees.
5. Applicant has a history of deficiencies or is out of compliance with contracting agencies.



Preparation & Requirements

How to Prepare

Service Type Determination

Identify the specific type of service you intend to provide before starting the preparation process.

Understanding Regulations

Familiarize yourself with relevant statutes and directives from the Department of Developmental Services.

CCR, Title 17 Compliance

Know the guidelines in CCR, Title 17 that govern vendorization and provider qualifications.

Avoiding Application Delays

Ensure full compliance to meet criteria and prevent delays in the application process.

Current Services Needed Besides the RFPs

Early Start Providers

- ▶ Early intervention program are for infants and toddlers (birth to age 3). These services are family-centered and designed to support both the child's development and the family's needs.

Clinicians

- ▶ There is a demand for occupational therapists, speech pathologists, and physical therapists to support community health services.

Children's Group Home Providers

- ▶ Providers are needed to support children's group homes, ensuring safe and nurturing environments for youth.

Saturation of Services

- ▶ Services NOT needed in SCLARC due to over saturation
 - ▶ Supported Living Services
 - ▶ Independent Living Services
 - ▶ Unlicensed Day Services
 - ▶ Level 6 Adult Residential Facilities (ambulatory)

Application Process

Stages Of Vendorization

01

Profile

The standardized vendorization process will be facilitated by an **online, intake process** in the Provider Directory. The process begins with creating or logging into a Provider Directory profile.

02

Requirements

The applicant will submit a request for vendorization, creating a case. Applicant will submit **information** to support they have the minimum requirements to proceed. The Directory will **notify** the vendoring regional center of the submission. The regional center has 15 calendar days to review and decide whether the applicant has the minimum requirements for the service for which the applicant is applying. **Communication** between the applicant and regional center will take place in the Directory, providing **visibility** and traceability for both parties.

03

Submission

Applicants that have the minimum requirements will receive a **request to submit** additional information in accordance with the service for which they are applying. When all requested information is received, the regional center has 30 calendar days to confirm information is complete or request additional information. The applicant has 30 calendar days to submit the missing information.

04

Decision

The regional center will review all documents submitted in stage 3, including the program design, if applicable, and approve or reject the application within 45 calendar days. Applicants that meet the requirements for vendorization will be **notified and issued** a vendor number. All other applicants will be sent a denial notice with rights to appeal the decision.

Steps to Apply

Profile Creation and Login

Applicants start by creating or logging into their Provider Directory profile to begin the vendorization process.

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

Initial Information Submission

Submit required information to prove minimum eligibility, reviewed by the regional center within 15 days.

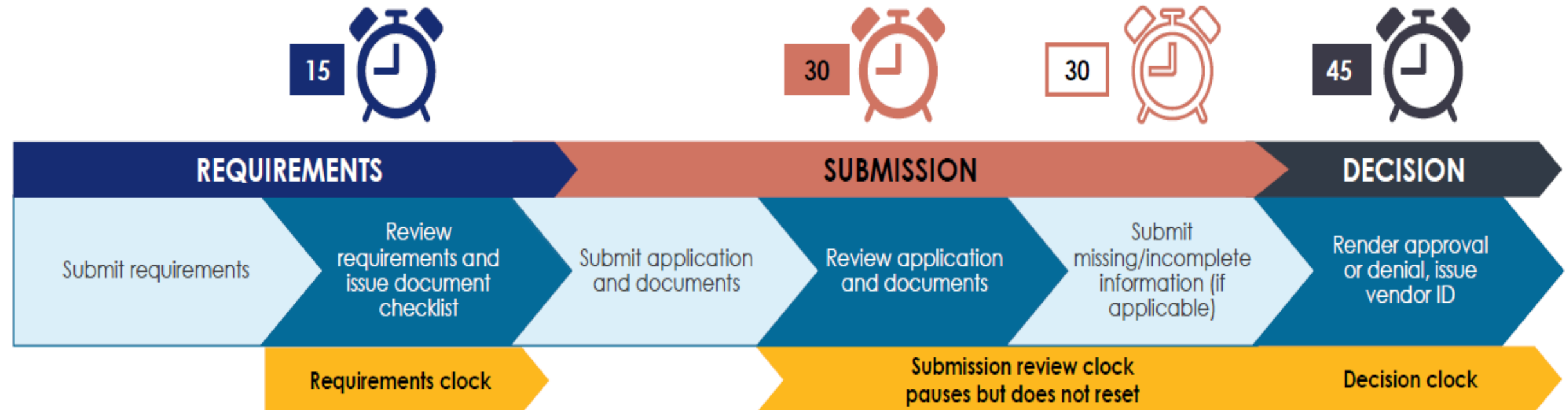
Full Application Review

Submit the complete application with supporting documents; reviewed within 30 days with 30 days to fix issues.

Final Decision and Notification

Regional center makes decision within 45 days; approved applicants get vendor number, denied get appeal info.

Vendorization Application Process





Approval

After Approval

Utilization Across Centers

Approved vendored providers serve multiple regional centers, expanding service access and collaboration.

Consistent Vendor ID Usage

Using the assigned vendor identification number consistently ensures compliance and smooth service transactions.

Streamlined Service Delivery

Consistent vendor ID use helps streamline service delivery and reduces errors across regional centers.

Referrals

Referral Conditions

- ▶ Referrals depend on individual needs and program decisions, not just vendor status.

Legal Reference

- ▶ CCR, Title 17 CCR section 54322(d)(10) outlines the rules about vendorization and referrals, which states, vendorization does not guarantee that individuals will be referred or placed with a vendored provider.

INFORMATION / RESOURCES

How to received more Information

Standardize vendorization information and resources are available in the DDS website:

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

For vendorization questions email:

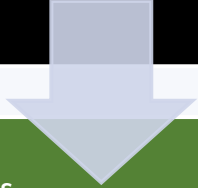
- ▶ vendorization@dds.ca.gov

For technical support or issues accessing the provider directory email:


- ▶ providerdirectory@dds.ca.gov

Helpful Information

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.

Contacts

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 Protol

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

LINKS

Comprehensive Online Resources

Applicants can access step-by-step guides, RAQs, and detailed vendorization overviews on the DDS website at:

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

Frequently asked questions for the standardize vendorization process

The FAQ can be found:

https://www.dds.ca.gov/wp-content/uploads/2025/09/Vendorization-FAQs_Provider_Applicant.pdf

Frequently asked questions for how to get vendored

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

Vendorization questions for SCLARC

If you have questions or need help with the process, email SCLARC at vendorization@sclarc.org or call SCLARC's main line (213) 744-7000.

QUESTIONS?

vendorization@dds.ca.gov

providerdirectory@dds.ca.gov

vendorization@sclarc.org



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**Thank you for your interest
in partnering with SCLARC**