



# VENDORIZATION IMPLEMENTATION PLAN FOR THE PROVIDER DIRECTORY

Beginning December 3, 2025, South Central Los Angeles Regional Center will begin using the Provider Directory for new vendorizations as part of a soft roll-out.

Effective March 1, 2026, Regional Centers must begin using the Provider Directory for new vendorizations except Purchase Reimbursement.

Contact [vendorization@sclarc.org](mailto:vendorization@sclarc.org) for guidance on how to begin vendorization application starting December 3, 2025, and ongoing.

Effective July 1, 2026, Purchase Reimbursement (Service Code 024) vendorization applications must be completed in the Provider Directory.

## How to Become a Service Provider / Vendor

Service providers must be vendored by a regional center before they can provide and be reimbursed for services. The following describes how to become a vendored service provider.

## What is Vendorization

“Vendorization” is the term used to describe the approval process to provide services through regional centers to individuals with intellectual and developmental disabilities. You apply for vendorization online through the Provider Directory. This is where you will submit required information and documents, communicate with regional centers, and track your progress.

Your application will be reviewed by the vendoring regional center - the center responsible for the geographic area (*also known as catchment area*) where your site-based service or operating office is located. The regional center will review your documents and determine if you meet the requirements. If approved, you’ll be assigned a vendor number and a service code in the Provider Directory.

## Who Can Apply

- **Potential New Providers:** Applicants or agencies who want to start offering services and support to Californians with intellectual and developmental disabilities.
- **Existing Providers:** Providers who want to add new services, expand or change areas of vendorization.
- **Family Members or Guardians:** People supporting individuals through the provision of specific services agreed upon by the individual program plan team.

## Who Cannot Apply in the Directory

Entities seeking to provide service to individuals in the Self-Determination Program cannot apply in the Provider Directory, except for Financial Management Services (FMS) service codes 315-317.

## When should you Apply for Vendorization in the Directory

Applicants can start a vendorization application at any time.

However, if applying for an [emergency vendorization](#) or applying for vendorization of certain specialized facilities through the Community Placement Plan (CPP) or Community Resource Development Plan (CRDP) project. SCLARC typically announces our resource needs and developments through various channels, including announcements, email blasts, and/or publish the need through a Request for Proposals (RFP). We encourage you to visit our website to explore the services SCLARC currently are in need. This link can be found at [Request for Proposal – SCLARC’s Community & SCLARC.](https://sclarc.org/service-providers/request-for-proposal.php) (<https://sclarc.org/service-providers/request-for-proposal.php>)

## How can I Prepare

You must determine what type of service 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. The Department of Developmental Services is governed by [Title 17 Division 2 of the California Code of Regulations \(CCR\)](#). Vendorization is governed by [Title 17, Division 2, Chapter 3, Subchapter 2](#).

### These rules explain:

- What services regional centers can fund
- What providers must do to qualify
- How the vendorization process works
- What is required to maintain your vendorization
- The commonly used terms you need to know

To learn more about services offered through regional centers, visit the [Regional Center Services and Descriptions webpage](https://www.dds.ca.gov/rc/rc-services/) (<https://www.dds.ca.gov/rc/rc-services/>) on the Department of Developmental Services' website. For information about the qualifications for types of services required for vendorization, we recommend reviewing the relevant sections of Title 17 of the California Code of Regulations (CCR) Section §54342 Types of Services. For vendorization Frequently Asked Questions you can review the DDS link:

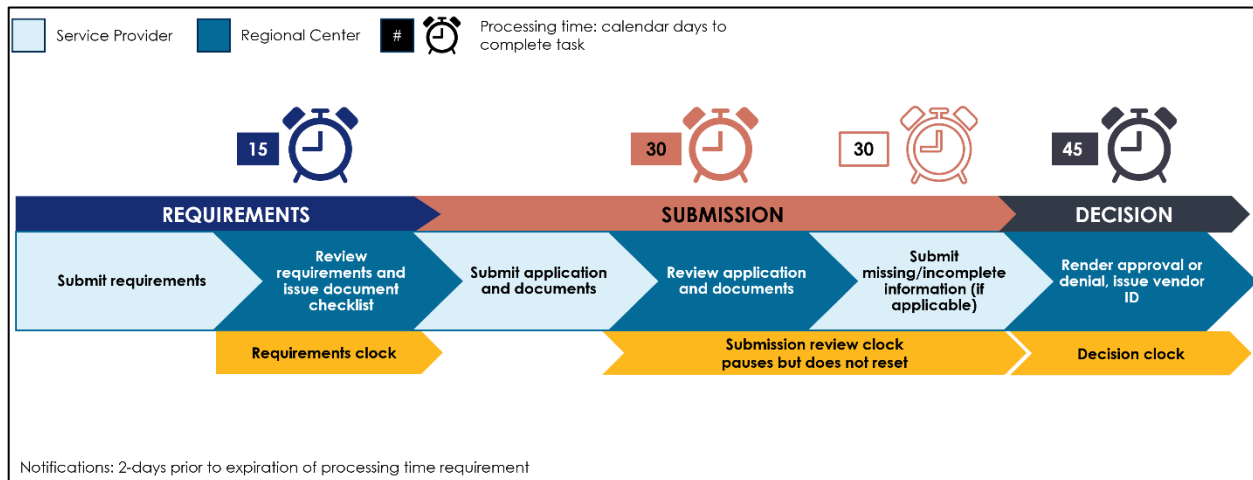
<https://www.dds.ca.gov/rc/vendor-provider/vendorization-process/vendorization-rates-frequently-asked-questions/> .

## Services at SCLARC

- **Current Service Needs:** Clinicians (Occupational Therapist, Speech Pathologist, Physical Therapist, etc.), Children's Group Home and Early Start Services.
- **Specific Request – Review the Requests for Proposals (RFPs) on SCLARC website:** [Request for Proposal – SCLARC's Community & SCLARC](#).
- **Services not in need due to Saturation:** Supported Living Services (SLS), Independent Living Services (ILS), Unlicensed Day Services–Community, Behavioral, Medical, Adult Facilities–Level 6.

## Steps to Apply

Exhibit 1: Vendorization application steps and processing time requirements



The vendorization process is done online through the Provider Directory.

What to Expect:

Step 1: Create or login to existing Provider Directory Profile

- Open browser; <https://caddsprod.servicenowservices.com/spd>
- If your business is new to the Provider Directory, create login profile.
- If your business is in the Provider Directory, login with existing credentials.

Step 2: Submit requirements

- Upload information and applicable documents to show you meet the minimum requirements.
- The regional center will review your request within **15 calendar days**.

Step 3: Submit application

- If you meet the basic requirements, you'll be asked to submit additional information and documents to support your application.
- When all requested information is received, the regional center will review your application for completeness within **30 calendar days**.
- If anything is missing or incorrect, you'll have **30 calendar days** to submit it supporting documents. The submission review timeline/clock pauses for the regional center during this time and does not reset.

Step 4: Receive decision

- When the application is complete, the regional center will review the application.
- The regional center will make a vendorization decision within **45 calendar days**.
- If approved, you'll receive a vendor number.
- If not approved, you'll receive a denial notice with rights to appeal the decision.

## Who Can Use Vendored Providers

Once vendored, 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.

NOTE: The vendor identification number assigned by the vendoring regional center must be used by all regional centers purchasing the vendored service.

## For Help or Resources

For on-demand resources, such as step-by-step guides, FAQs, and an overview of the vendorization process, go to the [DDS How to Become a Vendor web page \(https://www.dds.ca.gov/rc/vendor-provider/vendorization-process/\)](https://www.dds.ca.gov/rc/vendor-provider/vendorization-process/).

If you have questions or need help with the process, email SCLARC at **[vendorization@sclarc.org](mailto:vendorization@sclarc.org)** or call (213) 744-7000.

For technical support or issues accessing the provider directory email DDS at [providerdirectory@dds.ca.gov](mailto:providerdirectory@dds.ca.gov) or [vendorization@dds.ca.gov](mailto:vendorization@dds.ca.gov) for general vendorization information.

## Important Note About Vendorization

Pursuant to Title 17 of the CCR section 54322(d)(10), vendorization does not guarantee that individuals will be referred or placed with a vendored provider.

[https://govt.westlaw.com/calregs/Document/ID13334935A2011EC8227000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/ID13334935A2011EC8227000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))