

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

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August 5, 2016

**TO: REGIONAL CENTER EXECUTIVE DIRECTORS**

**SUBJECT: GUIDELINES FOR IMPLEMENTATION OF COMPETITIVE  
INTEGRATED EMPLOYMENT INCENTIVE PAYMENTS**

**A. PURPOSE**

Welfare and Institutions Code (WIC) was amended to add section 4870(d-g) (Enclosure 1) to increase sustained competitive integrated employment (CIE) placements by regional center service providers. CIE is full or part-time work for which an individual is paid minimum wage or greater in a setting with others who do not have disabilities. Section 4870(d) authorizes funding to the Department of Developmental Services (Department) for incentive payments to providers for placement and retention of regional center consumers, consistent with a consumer's Individual Program Plan (IPP). This correspondence provides guidance for the implementation of the incentive payments. The guidelines were developed as a collaborative effort, with input from various stakeholders as a result of two statewide meetings and other means.

**B. FUNDING**

The regional center will be responsible for making incentive payments to service providers within their catchment area [WIC 4870(d)]. The incentive payment amount for each individual placed in CIE is as follows:

1. A payment of one thousand dollars (\$1,000) shall be made to the service provider who, on or after July 1, 2016, places an individual into CIE [WIC 4851(o) and 4868(d)], and the individual is still competitively employed after 30 consecutive days.
2. An additional payment of one thousand two hundred fifty dollars (\$1,250) shall be made to the service provider for an individual described in paragraph (1) who remains in CIE for six consecutive months.
3. An additional payment of one thousand five hundred dollars (\$1,500) shall be made to the service provider for an individual described in paragraphs (1) and (2) who remains in CIE for 12 consecutive months.

**"Building Partnerships, Supporting Choices"**

Regional centers shall verify the required duration in the job placement for each incentive payment, before funds are provided to the service provider. Payments made pursuant to the incentive program shall not be made in addition to the placement payments pursuant to subdivision (d) of section 4860.

A service provider supporting an individual in a paid internship program (Enclosure 2) is not eligible for the above incentives until the individual transitions to CIE [WIC 4870(g)].

### **C. IMPLEMENTATION**

Guidelines for the incentive program are as follows:

1. Regional centers shall make information available to service providers regarding incentive payments.
  - The suffix "CIE" will be added to existing service codes as a sub-code as follows:
    - a. 952-CIEP for placement incentive after 30 consecutive days;
    - b. 952-CIE6 for six consecutive months' incentive; and
    - c. 952-CIE12 for 12 consecutive months' incentive.
  - The Department will issue a technical bulletin regarding the use of sub-codes.
2. Service providers are not required to apply for a new vendorization; however, they may need to submit a program design addendum to the regional center describing the services and supports created to assist consumers in achieving placement in CIE. Regional centers will need to approve the program design addendums.
3. Regional centers should work with service providers to provide outreach to potential employers, schools and other entities to facilitate the success of sustainable CIE.
4. Employment placement wages will be, at least, state or local minimum wage [WIC 4868(d)(l)].
5. There is no minimum or maximum hour requirement; however, there is a cap on incentive funding as specified above.

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#### D. DATA COLLECTION

To ensure program accountability and achievement of program goals [WIC 4868(c) (3-6)], regional centers and service providers are required to report, (in a format to be determined by the Department) to the Department by October 1, 2017, and each October 1 annually, the number of individuals placed in internships or other employment, as described in this section.

If you have questions about this correspondence, please contact Denyse Curtright at (916) 654-2208, or by electronic mail at [denyse.curtright@dds.ca.gov](mailto:denyse.curtright@dds.ca.gov).

Sincerely,

*Original signed by*

BRIAN WINFIELD  
Acting Deputy Director  
Community Services Division

Enclosures

cc: Regional Center Chief Counselors  
Regional Center Administrators  
Association of Regional Center Agencies