



March 13, 2020

Dear Service Provider,

On March 4, 2020, the Governor declared a State of Emergency as a result of the COVID-19 outbreak. Today, San Andreas Regional Center received the approved State of Emergency (SOE) notification from the Department of Developmental Services. Please note, the regulation cited, CCR §54326(a)(11), allows the Regional Center to pay vendors for absences that are the direct result of 'situations and/or occurrences for which a State of Emergency has been declared by the Governor.' This SOE was approved for consumer absences for ***nonresidential services only***. This declaration does not apply to one time services that can be cancelled prior to the use of services.

When submitting SOE billing, vendors may bill for services and/or appointments that were not provided due to circumstances or occurrences related to COVID-19. We highly recommend that our vendors keep clear documentation that supports SOE billing in the event of a future audit. These guidelines will stay in effect until SARC receives notification from DDS that the SOE has been removed.

Below we have provided guidance for your SOE service billing.

Residential Services:

- This SOE does not pertain to your service. You will bill your services and report scheduled absences.

Day Programs, Supported Employment, Community Integration, and Transportation:

- You may bill for absences due to SOE. See instructions on next page on how to indicate absences are SOE related. Note, scheduled absences due to Vacation, Hospitalization, etc. should be treated as regular absences.

Supported Living Services and Independent Living Services:

- You will bill the hours provided. Please keep in mind, each hour billed is for 1:1. If there were 1:2 shared hours, they should be billed to each client as .50 for each 1:2 staffed hour. If there were 1:3 shared hours, they should be billed to each client as .33 for each 1:3 staffed hour.
- In the event that additional hours were needed to assist clients that were unable to attend work or their day program, and/or needed additional assistance, please contact the Service Coordinator regarding a purchase of service to cover the additional hours needed. SARC case management will review each of these on an exception basis.

Early Start Vendors, including Behavioral Services, Physical Therapy, Speech Therapy, and/or Occupational Therapy:

**SANTA CLARA AND
SAN BENITO COUNTIES**

6203 San Ignacio Avenue
Suite 200
San Jose, CA 95119

P.O. Box 50002
San Jose, CA
95150-0002
Tel: 1(408) 374-9960
Fax: 1(408) 281-6960

MONTEREY COUNTY

1370 S. Main Street
Salinas, CA 93901
Tel: 1(831) 900-3636
Fax: 1(831) 424-3007

SANTA CRUZ COUNTY

1110 Main Street
Suite 8
Watsonville, CA 95076
Tel: 1(831) 900-3737
Fax: 1(831) 728-5514

www.sarc.org

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Fax: 1(831) 728-5514

- You may bill for visits, including cancelations that meet the criteria outlined in the SOE. Please reference SOE when billing for these cancelled visits/meetings.
- The Parental Verification form should indicate 'Billing average billable hours as outlined in State of Emergency (SOE) declaration.'

All other vendors:

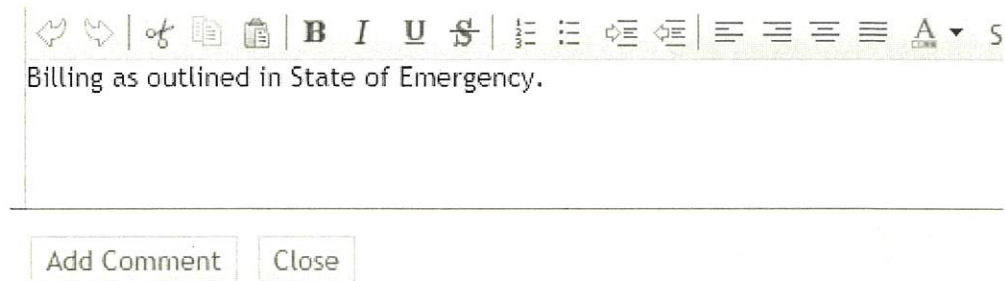
- Bill your scheduled number of hours/units provided per client. If you were unable to provide services due to COVID-19, you may bill the average hours that would have normally provided.

For all vendors billing services under this SOE declaration, please enter a comment under the first consumer line.

In the EDIT billing mode, click on the 'Comment' bubble



Enter a comment that states 'Billing as outlined in State of Emergency' - click on Add Comment



www.sarc.org

This will provide an audit trail for the Department of Developmental Services for future audit.

If you have any questions, please direct them to eattendance@sarc.org

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Regards,

Greg Hoffman
Chief Financial Officer



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