



March 16, 2020

**SANTA CLARA
COUNTY**

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Dear Service Provider,

Both Public Health Departments of the Counties of Santa Clara and Santa Cruz have ordered all individuals to shelter at their place of residence except to provide or receive essential services or to engage in essential activities and work for essential businesses. Essential businesses are those that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals. This means service provider employees who provide essential services as defined below are able to work, as well as travel to and from work. Service providers serving individuals in these two counties should work with the individuals and families as well as their SARC Service Coordinator to determine if a service is essential.

Essential services include:

1. Residential Care Facilities and Intermediate Care Facilities
2. Supported Living Services

Essential services may include:

1. Independent Living Services – for individuals who reside independently
2. Crisis Support Services – in extreme crisis situations
3. Supported Employment Services

Essential services may not include:

1. Day Programs
2. Tailored Day Services
3. Independent Living Services – for individuals who reside in the family home
4. Respite services

For services that are or may be considered essential, SARC is requesting:

1. A list of the individuals the service provider is currently serving
2. A contingency plan for any staffing issues that may arise

**MONTEREY
COUNTY**

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COUNTY**

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Consumers First Through Service, Advocacy, Respect and Choice

For services that are not considered essential and will be temporarily closed, SARC will fund these services for individuals residing in Santa Clara and Santa Cruz Counties only if providers submit the requested documentation. Service providers must provide SARC:

1. A copy of the letter sent to individuals and families
2. A list of the individuals currently served
3. A plan for deep cleaning of the facility

There may be consideration of some services in the non-essential category to be considered essential, specifically ILS and respite. This will be evaluated on a case-by-case basis to assess if the service is required for the individual to have their basic necessities of life met. The service provider must review this request with the SARC Service Coordinator and the individual and/or family.

Service providers should not begin providing new services to any individual at this time.

Please note, there is currently no “Shelter in Place” order for Monterey or San Benito County. Services in these areas continue to support our individuals and can continue to bill for individuals as stipulated in our SARC Letter for Service Providers – State of Emergency, 3-13-20 which can be found on the SARC coronavirus webpage [here](#).

SARC asks day service providers to work with their staff to identify day program staff that may be able to support individuals in their home setting with the following:

- Providing in-home day program services within the individual’s home if needed
- Identifying ways for staff to assist individuals with securing items such as groceries or other needed supplies
- Checking on health and wellness

As you identify ways your program may be able to support individuals in their homes, [we urge you to contact residential services and families](#) to discuss how you can provide additional support.

We will continue to communicate with you as the situation unfolds. Please reach out to us at soe@sarc.org with any questions.

Thank you,

Javier Zaldivar
Executive Director
San Andreas Regional Center

Consumers First Through Service, Advocacy, Respect and Choice

Serving Persons with Developmental Disabilities