

Class Title: Day Program New Vendor Orientation (DPNVO)

Class Date & Time: October 30, 2023 from 9:30 a.m. to 3:30 p.m.

Class Location: SARC Watsonville – 1110 Main Street, Watsonville CA 95076

Class Description:

PLEASE CAREFULLY READ THIS POST IN ITS ENTIRETY. FAILURE TO FOLLOW ALL INSTRUCTIONS IN THIS POST WILL RESULT IN AUTOMATIC DENIAL OF ADMISSION TO THE DPNVO.

Registration is now open for the October 30, 2023 Day Program New Vendor Orientation (DPNVO). The DPNVO will be conducted in person at SARC's Watsonville office. Successful completion of the DPNVO is one of the requirements for vendorization as a Day Program service provider.

To request admission to the DPNVO, please complete each of the following items and submit them as instructed by no later than 11:59 p.m. on Friday, October 20, 2023:

1. Register for the DPNVO using the link found at the bottom of this post. Please note that registration does not guarantee admission to DPNVO.
2. Send an email to both Molly Sullivan at msullivan@sarc.org and Gabriela Alvarez at galvarez@sarc.org that contains the following attachments in support of your request for admission to the DPNVO:
 1. A Letter of Intent that explains:
 1. Why you are interested in providing Day Program services to SARC-sponsored individuals;
 2. your background and experience working with ID/DD individuals;
 3. the county or counties within the SARC catchment area in which you intend to provide services;
 4. the steps you have taken in preparation to provide services to SARC-sponsored individuals; and
 5. how you will implement and support SARC-sponsored individuals' preferences and choices as contemplated by the HCBS Final Rule and Title 17 of the California Code of Regulations.

Please Note: We welcome existing vendors who wish to obtain refresher training. If you are attending as a refresher, please include this information in your Letter of Intent.

2. Your updated resume.
Each of the described documents must be sent as a separate Word or pdf attachment to your email. Letters of Intent or resumes included as in-line text in your email will not be accepted.

Please make sure that your Letter of Intent and resume is free of typographical errors before submission. You must register for the DPNVO through the link below AND submit all supporting documents described above by no later than 11:59 p.m. on October 20, 2023 in order for your request to be admitted to be considered. Registrations and supporting documents timestamped after 11:59 p.m. on October 20, 2023 will not be accepted or considered.

You will receive an email by end of business day on August 25th, 2023 that either confirms or denies your admission to DPNVO. Please note that no more than two (2) individuals from a single agency will be admitted to DPNVO unless prior approval is obtained from Community Resources Unit Manager Ann Sieber.

A minimum of three (3) people must be admitted to any scheduled DPNVO to avoid cancellation of the orientation. If you are admitted to a DPNVO that is canceled due to low registration/admission, you will be notified of the cancellation and placed on the attendance list for the next orientation.

If you are not admitted to the October 2023 DPNVO, or if you are admitted but fail to attend, you will be required to re-apply for admission to a future DPNVO. Please check the SARC Events Calendar regularly for information about scheduled DPNVOs and other SARC trainings.