

## Independent Living Skills New Vendor Orientation (ILSNV)

May 10, 2024 from 9:00 AM to 3:00 PM

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

Registration is now open for the May 10, 2024 Independent Living Skills New Vendor Orientation (ILSNV). The ILSNV will be conducted at the San Andreas Regional Center **San Jose** location. Successful completion of the ILSNV is one of the requirements for vendorization as an Independent Living Skills provider.

To register for the ILSNV, please complete each of the following items by no later than 11:59 p.m. on Friday, April 26, 2024:

1. Register for the ILSNV using the link found at the bottom of this post.
2. Send an email to [resource@sarc.org](mailto:resource@sarc.org) that contains the following attachments in support of your request for admission to the ILSNV:
  - A Letter of Intent that explains:
    - (1) why you are interested in providing Independent Living Skills services to SARC-sponsored individuals,
    - (2) your background and experience working with I/DD individuals, and
    - (3) how you will implement the HCBS Final Rule in providing services to SARC-sponsored individuals.
  - An updated copy of your professional resume.
  - A request for language interpretation for the orientation, specifying the language needed (if applicable).

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 ILSNV through the link below AND submit all supporting documents described above by no later than 11:59 p.m. on April 26, 2024 in order to be considered for admission. Registrations and supporting documents timestamped after 11:59 p.m. on April 26, 2024 will not be considered for admission.

You will receive an email by May 3, 2024 that either confirms or denies your admission to the May 10<sup>th</sup> ILSNV. If you are admitted, you will receive confirmation and entrance instructions from Resource Specialist Kai Reade. Please note that no more than two (2) individuals from a single agency will be admitted to the ILSNV unless prior approval is obtained from Community Resources Unit Manager Ann Sieber.

We do not maintain a waitlist for admission. If you are not admitted to or are unable to attend the May 10<sup>th</sup> ILSNV, you will need to re-apply for admission to the next ILS orientation scheduled for August 8<sup>th</sup>, 2024. Check the Events Calendar on SARC's website for further information about future SLS new vendor orientations.

[https://sanandreasregional.seamlessdocs.com/f/ILS\\_NVO\\_Registration\\_Form](https://sanandreasregional.seamlessdocs.com/f/ILS_NVO_Registration_Form)