

Title: Day Program New Vendor Orientation (DPNVO)

Date: Monday, October 19, 2026 from 8:30 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 DPNVO.

Registration is now open for the October 19, 2026 Day Program New Vendor Orientation (DPNVO). The DPNVO will be conducted in-person. Successful completion of the DPNVO is required for vendorization as a Day Program provider. Please note that registration through the link below alone does not guarantee admission to the DPNVO.

To register for the DPNVO, please complete each of the following items:

- 1) Complete the DPNVO admission request form using the link found at the bottom of this post.
- 2) Send an email to Jenny Nguyen (jennynguyen@sarc.org) for vendoring Santa Clara County or Daisy Tena (dtena@sarc.org) for South County that contains the following attachments in support of your request for admission to the DPNVO:
 - a. An updated copy of your professional resume
 - b. A letter of intent that explains
 - i. Why you are interested in providing Day Program Services to SARC-sponsored individuals
 - ii. Your background and experience working with individuals with I/DD
 - iii. The county within the SARC catchment area in which you intend to provide services
 - iv. Steps you have taken in preparation to provide services to SARC-sponsored individuals, and
 - v. How you will implement the HCBS Final Rule in providing services to SARC-sponsored individuals.
 - vi. Your Administrator's Certificate (If you plan to operate a licensed day facility)

Each of the described documents must be sent as a separate Word or PDF attachment to your email. Resumes or letters of intent included as in-line text in your email will not be accepted. Please make sure your resume and letter of intent are free of typographical errors prior to submission.

Please note that no more than two (2) individuals from a single agency will be admitted to the DPNVO unless prior approval is obtained from Community Resources Unit Manager, Maggie Pendl. If you are not admitted to or are unable to attend the October DPNVO, you will need to re-apply for admission to the next DPNVO. Check the Events Calendar on SARC's website for further information about future DPNVO events. Thank you, we look forward to hearing from you!

LINK: https://sanandreasregional.seamlessdocs.com/f/Day_Program_Orientation