

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

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May 1, 2023

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: EARLY START STANDARDIZED INFORMATION PACKET

Welfare and Institutions (W&I) Code section 4642(a)(3) requires the Department of Developmental Services (Department) to create, with stakeholder input, standardized information packets. In accordance with statute, the Early Start Information Packet is now complete and publicly available for distribution and digital download from the Department's internet site.

### Background

The Early Start Information Packet provides an overview of the regional center system for individuals seeking services offered under the California Early Intervention Services Act (California Government Code section 95000-95004). Additionally, the information packet provides a resource guide for individuals and their families on consumer rights, contact information for their local regional center, the Department, Office of Clients' Rights Advocacy and the protection and advocacy agency (W&I Code sections 4900-4906).

### Guidelines

The Department is providing a template of the information packet (Enclosure) to regional centers and requests the addition of the following information to the packet:

- A one-page personalized cover letter from the regional center Executive Director on page 2.
- A maximum of eight local and useful resources within the regional center catchment area on page 40.

The Department will provide additional templates associated with Early Start Information Packet, including translated versions in threshold languages, via the Regional Center (RC) Portal, a web-based collaborative platform that allows designated regional center staff to download and upload documents. Separate correspondence related to the RC Portal will be provided directly to the Directors of Consumer Services.

By June 1, 2023, regional centers must post PDF versions of the information packets to the regional center website, and [link to the Department's website](#).

**“Building Partnerships, Supporting Choices”**

Regional Center Executive Directors  
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Within 60 days of this correspondence, regional centers must begin distributing the information packets to families at intake and in the preferred language of each consumer's family and provide alternative languages or formats of the information packet as required.

For any questions regarding the Early Start Information Packet, please contact Rose Samaniego, Community Program Specialist III, Office of Community Operations, at (916) 516-0018 or [rose.samaniego@dds.ca.gov](mailto:rose.samaniego@dds.ca.gov).

Sincerely,



ERNIE CRUZ  
Deputy Director  
Community Services Division

Enclosure

cc: Regional Center Administrators  
Regional Center Community Services Directors  
Regional Center Directors of Consumer Services  
Association of Regional Center Agencies  
Nancy Bargmann, Department of Developmental Services  
Brian Winfield, Department of Developmental Services  
Maricris Acon, Department of Developmental Services  
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