



# INLAND REGIONAL CENTER

...valuing independence, inclusion and empowerment

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October 10, 2023

Dear Inland Regional Center Service Provider:

RE: DSP Training Stipend

Beginning September 1, 2023, and continuing until June 30, 2024, Inland Regional Center (IRC) will reimburse a vendor's Direct Support Staff (DSP) for up to two separate payments of \$625.00 (not to exceed) for completing the Department of Developmental Services (DDS) approved online training courses. Providers are eligible to receive \$150.00 for employer-related costs. All courses must be completed by the end date.

A DSP is defined as a person working for an IRC vendor/provider who meets the following:

- Spends 50% of their time in direct support tasks, such as guidance personal assistance or skill development. Duties must be provided at least 10 hours a week.
- Employed by an IRC vendor/service provider or by a participant in the Self Determination Program (SDP).
- Supervisors and clinical staff if they meet the 50%-time standard doing direct support work.

Information on the program can be found at:

[Workforce Initiatives - CA Department of Developmental Services](#)

A video on the DSP Training Stipend can be found at:

[DSP Training Stipend Program - For DSPs - Zoom](#)

1. The provider must contact IRC at [dspstipend@inlandrc.org](mailto:dspstipend@inlandrc.org) to initiate the process and complete/return the linked items:
  - a. DSP Training Stipend Agreement:  
[Enclosure C - Direct Service Professional \(DSP\) Training Stipend Agreement Final \(ca.gov\)](#)The provider must inform IRC of the name and email address of the contact person responsible for DSP eligibility verification.
  - b. IRC Rate Agreement:  
[\[Inland Regional Center\] DSP Incentive Rate Agreement fillable \(seamlessdocs.com\)](#)
2. A subcode will be added to the Vendor's rate table.
3. DSP will create an ARCA Learn account at: [ARCA-DDS Service Provider \(arcalearn.org\)](http://arcalearn.org)
4. DSP must complete an approved training course, and a brief summary.
5. DSP will receive a Certificate of Completion via email.
6. Employer/Vendor will issue the payment.
7. IRC will generate invoices as the reports are received from ARCA Learn.
8. IRC will issue payment within 30 days of receiving invoice/DSP eligibility.

Thank you for your interest and participation in this training program.

For questions, submissions of linked documents, or troubleshooting, please contact IRC at:  
[dspstipend@inlandrc.org](mailto:dspstipend@inlandrc.org)

Sincerely,

A handwritten signature in black ink, appearing to read "V. Toms". The signature is stylized with a large "V" and a long horizontal stroke extending to the right.

Vince Toms  
Community Services Director