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DIRECTOR

State of California—Health and Human Services Agency
Department of Developmental Services
1215 O Street, Sacramento, CA 95814
www.dds.ca.gov



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August 1, 2024

TO: SUPPORTED EMPLOYMENT GROUP SERVICE PROVIDERS (SERVICE CODE 950)

SUBJECT: COMPLETION OF DS 1964 WORK SERVICES FORM

This is a reminder that per the California Code of Regulations, Title 17, section 58831(c)(2)(G), each July and January, reporting on wages is required on the DS 1964 forms for all individuals in supported employment groups.

All vendors that offer supported employment group services (service code 950) are required to complete and submit DS 1964 forms to the Department of Developmental Services (Department) by the 15th of the following month the work was performed. Please submit these forms electronically to the Department monthly to workservices@dds.ca.gov and ensure all sections of the form are completed.

The DS 1964 form template can be found on the [Department website \(SEP/WAP Work Services Forms - CA Department of Developmental Services\)](#). Note: you will have to download the file to open it. Instructions on how to complete the form are linked below the template and included in the first tab of the template.

If you have any questions on this process, please contact the Work Services team at workservices@dds.ca.gov.

Sincerely,

Original Signed by:

SONYA FOX
Branch Manager, Employment Services
Community Services Division

cc: Regional Center Directors of Community Services
Regional Center Employment Specialists
Ernie Cruz, Department of Developmental Services
Michael Luna, Department of Developmental Services
Stephanie Crist, Department of Developmental Services