



# INLAND REGIONAL CENTER

*...valuing independence, inclusion and empowerment*

## REQUEST FOR NEED

**TYPE OF PROGRAM:** Self Determination Program- General Self Directed Supports  
(General Self Directed (SD) Supports 099-SDP and 490- FMS/Participant Directed Services)

**GEOGRAPHIC LOCATION:** Riverside County and San Bernardino County

**AVAILABILITY OF START-UP FUNDS:** Start-up funds are not available to support the development of this program. Applicants are responsible for all costs associated with start-up and development of program.

**SERVICE DESCRIPTION:** Based on the July 2, 2024, DDS Directive, General Self Directed Supports are for any coaching and/or training supports needed by an individual and their family or representative to successfully enroll in the Self Determination Program (SDP). General SD Supports are authorized to be provided after the potential participant is enrolled in SDP.

Services may be provided by a vendored service provider under Self Directed Support Services, service code 099. Or a qualified service provider through Participant Directed Services, service code 099, sub code PDS. The rates for this service are set by DDS and are the same for both the vendored 099 service and services provided through Participant Directed Services (099-PDS).

Services may only be authorized up to a maximum of 40 hours per individual. Additional hours must be authorized by the ID Team and included in the individual's IPP.

Services to be provided through the Participant Directed Services Option, are paid for through a Financial Management Service (FMS), service code 490.

### DEVELOPMENT PROCESS:

#### Financial Management Service (FMS) Service Code 490:

1. Submit a Letter of Intent by email to [Resource@inlandrc.org](mailto:Resource@inlandrc.org). Include in the letter of intent the service you wish to develop, the age group you plan to serve and the area of service, as well as the contact information for the individual developing the service. Also please submit a resume, and current business license.

2. Once the letter of intent is approved, a vendorization application will be completed with IRC's Vendorization Unit.

**General SD Supports Vended through IRC:**

1. Submit a Letter of Intent (LOI) to IRC's Resource Development and Transportation team, at [Resource@inlandrc.org](mailto:Resource@inlandrc.org)
  - a. The LOI should specify General Self-Directed Support Services, service code 099 as the service being requested, as well as the area to be served.
2. Once the LOI has been approved, a Qualification Statement Checklist, DDS Enclosures and Standardized Vendorization Application will be provided.
  - a. Complete all requested items and return all documents to the RDTU staff member that emailed you.
3. Assigned RDTU staff will review documents submitted, and once all requirements are met will send an approval letter.
  - a. Vendorization Packet will then be submitted by RDTU to IRC's Vendorization Unit
4. IRC's Vendorization Unit will review the vendor packet and when approved will issue a vendor number.
5. Finally, once the vendor number has been issued RDTU staff will send a rate agreement with the above DDS set rate for signature.

**General SD Supports Through Participant Directed Services (Non Vendors):**

1. Service Providers shall submit the following information to the FMS provider:
  - a. SDP General Self Directed Supports-Qualifications and Agreement Form
  - b. HCBS Provider Agreement
  - c. Any documentation requested by the FMS vendor to determine eligibility and payment processing

**DEADLINE FOR SUBMISSION:** Until IRC determines service needs are met.

**For Questions, please contact Resource Development and Transportation, [Resource@inlandrc.org](mailto:Resource@inlandrc.org) and [selfdetermination@inlandrc.org](mailto:selfdetermination@inlandrc.org)**

For further information, please see the DDS Directive: [Self-Determination Program: Initial Person-Centered Plan and Pre-enrollment Transition Supports Guidance \(ca.gov\)](#)