

Billing Requirements in the Self-Determination Program (SDP)

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Are you vended for this service with a regional center?

NO

Do you provide this service to people with and without disabilities?

YES

NO

YES

Are you providing and billing services in accordance with your program design?

YES

NO

You are a Regional Center Vendor

You are an SDP Provider

You are a Local Business/Community Resource

You are an SDP Provider

Please submit a Purchase Order Request

Examples include:

- Guitar Lessons
- Camp
- Gym Membership
- Online Purchases

Please complete and submit the PPL Vendor Invoice Form

Provider Type	Invoice Requirements	Additional Documentation Requirements
SDP Provider Hourly/ Daily Rate	<p><u>Invoice:</u></p> <ul style="list-style-type: none"> • Hourly or daily rate; • SDP Service Code; • Date each service/task was provided; • Description of specific service/task provided; • Amount of time spent on each service/task; • Total cost of the service/task provided; • Statement attesting that all services specified in the invoice have been provided to the participant 	
SDP Provider Other Rate	<p><u>Invoice:</u></p> <ul style="list-style-type: none"> • Rate; • SDP Service Code; • Description of specific services provided; • Amount of time spent on each service for the period of the invoice; • Date services were provided; • Statement attesting that all services specified in the invoice have been provided to the participant. 	<p><u>Annual Service Agreement:</u></p> <ul style="list-style-type: none"> • Participant's information; • Service provider contact information; • Start date and end date if applicable, of service agreement; • Description of the actual services and SDP service codes; • Frequency of services; • Rate/unit of services; • Termination of services policy; • Signature of participant and provider; • A statement that all payment provided for services in this agreement will be accepted as payment in full.

Provider Type	Invoice Requirements	Additional Documentation Requirements
Local Business/ Community Resource	Documentation and payment consistent with typical processes used by local businesses and community resources.	
Regional Center Vendor	Invoice includes the same information provided for to regional center for billing.	

All participants in the SDP and their SDP Provider will agree to the type, cost and frequency of services to be provided. Written service agreements between participants and their service providers are highly encouraged. A service agreement shall be submitted to the Financial Management Service (FMS) provider, for those service providers billing at an “other rate” or as required by Department directives.