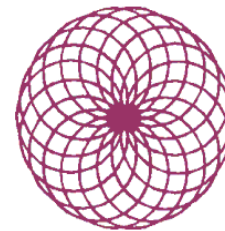


NORTH BAY REGIONAL CENTER

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Bob Hamilton
Executive Director

8/10/11

To: Parents of children receiving **Behavioral Services** funded by NBRC

Re: New billing requirements per Trailer Bill Language effective 7/1/11

Effective July 1, 2011, the Lanterman Act (Welfare and Institutional code 4686.31) requires any vendor who provides behavioral services to submit a completed verification of service form to the regional center for services provided to a consumer under the age of 18 who reside in the family home. The Department of Developmental Services has developed a new form (DS 5862) containing all information *the vendor* is required to report. This form along with the instructions is located on the DDS homepage <http://www.dds.ca.gov/Forms/docs/DS5862.pdf>

The form is available in English, Spanish, Tagalog, Russian, Chinese, and Vietnamese.

The vendor must submit the completed verification form to the regional center with the invoices for the services provided. If the parents or legally appointed guardians of the minor consumer do not submit a completed verification form of services to the vendor, the vendor is to notify North Bay Regional Center.

Failure of the parents or legally appointed guardians of a minor consumer to submit a verification of services to the vendor shall not be a basis for terminating or changing behavioral services to the minor.

As we were recently notified of this change, we apologize for the short notice and hope this communication helps provide some clarification.

We request your cooperation in completing this verification form to assist in maintaining an effective service provision and billing process. If you have any questions please contact your assigned Client Program Coordinator for assistance.

Thank you for patience as we implement required systems.

Alfonso Carmona
Director of Client Services
North Bay Regional Center