



September 15, 2025

G-2025-Employment-001

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: JOB DEVELOPMENT SERVICE DESCRIPTION AND PROGRAM
ADDENDUM

As part of continued rate reform [implementation](#), this letter provides guidance regarding the newly established Supported Employment – Individual Placement Job Development subcode.

Job Development is staff time to assist an individual with activities involved in preparing for and securing competitive integrated employment on a 1:1 basis. The intended outcome for this service is competitive integrated employment. The full service description is included with this letter (Attachment A).

Job Development is a limited-time service and allows for up to 120 hours within a 12-month period. Because it is not a full-time service, other regional center services may be authorized. Other services may take place on the same day but not at the same time.

Job Development funded by the regional center is for individuals who are pending eligibility or not eligible for employment services through the Department of Rehabilitation. Job Development is offered as a service under service code 952 Supported Employment – Individual Placement (SEP-IP). SEP-IP providers delivering Job Development services will bill under the subcode 1D0. Reimbursement is limited to the time spent face-to-face with the individual. Face-to-face means time spent providing individualized supports that can be conducted in-person or via communicative technology.

To assist with implementation, Department of Developmental Services has established a standardized vendorization/program design addendum (Attachment B) for new and updated vendorizations. Regional center vendored Supported Employment – Individual Placement Providers may begin using this addendum immediately.

Individuals or family members who have questions about this guidance should contact your regional center service coordinator. If you are a regional center and have questions about this guidance, please email WorkServices@dds.ca.gov.

Sincerely,

Original Signed by:

SONYA FOX
Employment Services Branch Manager
Community Assistance and Development

Attachments

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Services Directors
Association of Regional Center Agencies