

## Vendorization Rollout in Provider Directory

Beginning December 3, 2025, [regional center] **may** begin using the Provider Directory for new vendorizations.

*Optional: Regional center can insert visual here of their timeline to phase in implementation of new vendorizations in Provider Directory, by a smaller subset of identified service codes.*

Starting on March 1, 2026, [regional center] **must** begin using the Provider Directory for new vendorizations.

Contact vendorization@[regionalcenter] for guidance on how to begin your application between December 3, 2025 and March 1, 2026.

Effective on and after July 1, 2026, Purchase Reimbursement (Service Code 024) vendorization applications **must** be completed in the Provider Directory.

## How to Become a Service Provider/Vendor

Service providers must be vendored by a regional center before they can provide and be reimbursed for services. The following describes how to become a vendored service provider.

## What is Vendorization?

“Vendorization” is the term used to describe the approval process to provide services through regional centers to individuals with intellectual and developmental disabilities. You apply for vendorization online through the **Provider Directory**. This is where you will submit required information and documents, communicate with regional centers, and track your progress.

Your application will be reviewed by the **vendoring regional center** - the center responsible for the geographic area (*also known as catchment area*) where your site-based service or operating office is located. The regional center will review your documents and determine if you meet the requirements. If approved, you'll be assigned a **vendor number** and a **service code** in the Provider Directory.

## Who Can Apply?

- **Potential New Providers:** People or agencies who want to start offering services and supports to Californians with intellectual and developmental disabilities.
- **Existing Providers:** Providers who want to add new services or expand to new areas.
- **Family Members or Guardians:** People supporting individuals through the provision of specific services agreed upon by the individual program plan team.

## Who Cannot Apply in the Directory?

Entities seeking to provide service to individuals in the **Self-Determination Program** cannot apply in the Provider Directory, except for Financial Management Services (FMS) service codes 315-317.

## When should you apply for vendorization in the Directory?

Applicants can start a vendorization application at any time.

However, if applying for an [emergency vendorization](#) or applying for vendorization of certain specialized facilities through the Community Placement Plan (CPP) or Community Resource Development Plan (CRDP) project, contact [regional center] to learn how to begin your application process and when to create your login profile to apply in the Provider Directory.

## How can I prepare?

You must determine what service type you are planning to provide and understand applicable statutes, regulations and directives issued by the Department of Developmental Services based on your experience and expertise. The Department of Developmental Services is governed by [Title 17 Division 2 of the California Code of Regulations \(CCR\)](#). Vendorization is governed by [Title 17, Division 2, Chapter 3, Subchapter 2](#). **These rules explain:**

- What services regional centers can fund
- What providers must do to qualify
- How the vendorization process works
- What is required to maintain your vendorization
- The commonly used terms you need to know

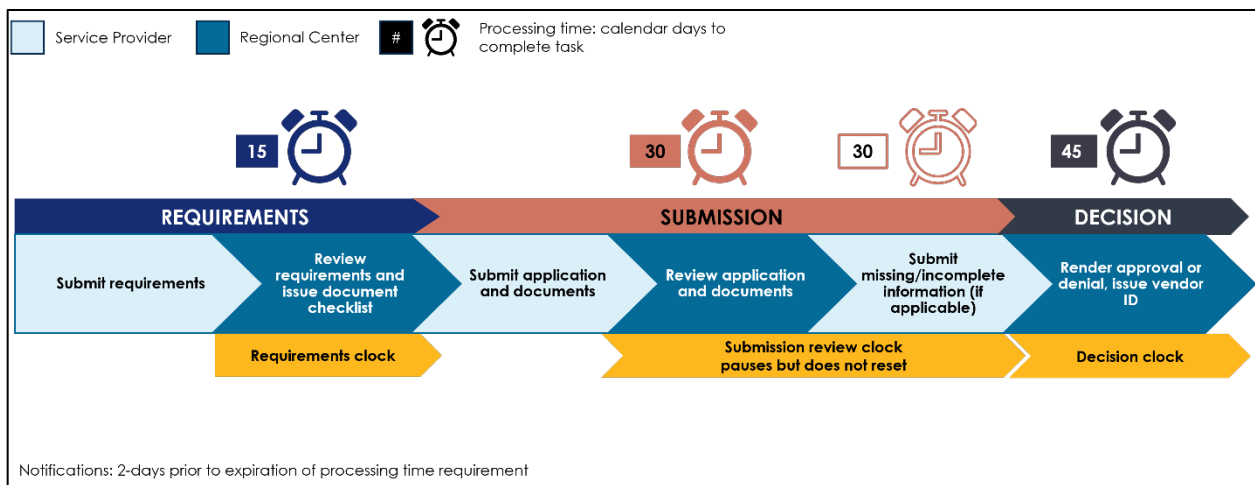
To learn more about services offered through regional centers, visit the [Regional Center Services and Descriptions webpage](#) on the Department of Developmental Services' website.

## What services are needed?

- View our current service needs [hyperlink].
- See open Requests for Proposals (RFPs) [hyperlink].
- *[Optional] Check where we currently have provider saturation [hyperlink].*

## What are the Steps to Apply?

Exhibit 1: Vendorization application steps and processing time requirements



The vendorization process is done online through the **Provider Directory**.

Here's what to expect:

Step 1: Create or login to existing Provider Directory Profile

- Open browser and type <https://caddspod.servicenowservices.com/spd>
- If your business is new to the Provider Directory, create login profile.
- If your business is in the Provider Directory, login with existing credentials.

Step 2: Submit requirements

- Submit information to show you meet the minimum requirements.
- The regional center will review your request within **15 calendar days**.

Step 3: Submit application

- If you meet the basic requirements, you'll be asked to submit additional information and documents to support your application.
- When all requested information is received, the regional center will review your application for completeness within **30 calendar days**.
- If anything is missing or incorrect, you'll have **30 calendar days** to submit it. The submission review timeline/clock pauses for the regional center during this time and does not reset.

#### Step 4: Receive decision

- When the application is complete, the regional center will review the application
- The regional center will make a vendorization decision within **45 calendar days**.
- If approved, you'll receive a vendor number.
- If not approved, you'll receive a denial notice with rights to appeal the decision.

## Who Can Use Vendored Providers?

Once vendored, a service provider may be utilized by other regional centers, known as "user" or "utilizing" regional centers, as well as the originally vendoring regional center.

NOTE: The vendor identification number assigned by the vendoring regional center must be used by all regional centers purchasing the vendored service.

## Do you need help?

For on-demand resources, such as step-by-step guides, FAQs, and an overview of the vendorization process, go to the [DDS How to Become a Vendor web page](#).

If you have questions or need help with the process, contact us at [regional center email] or [regional center phone]. We're here to support you every step of the way.

## Important Note About Vendorization

Pursuant to Title 17 of the CCR section [54322\(d\)\(10\)](#), vendorization does not guarantee that individuals will be referred or placed with a vendored provider.