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CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF DEVELOPMENTAL SERVICES

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GAVIN NEWSOM
GOVERNOR

April 20, 2026

D-2026-Reporting Requirements-003

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: ANNUAL ADMINISTRATIVE SURVEY FOR FISCAL YEAR 2024-2025

California receives federal matching funds for administrative services provided by regional center staff for various federal programs. To continue receiving federal funds, each regional center must provide their actual cost information for the administrative services that support the federal programs delineated in the terms of the Home- and Community-Based Services Waiver and sections of the California State Plan for Medicaid Services.

The Centers for Medicare and Medicaid Services (CMS) require an annual administrative survey for California to receive federal matching funds. Instructions for completing the Annual Administrative Survey are in Attachment A. The reporting period for the survey data is Fiscal Year 2024-25. All expenditure data, including payroll and benefits, should be for the fiscal year ending June 30, 2025.

Attachment B provides the worksheets to collect the required documentation. Please complete the time, cost, and operating expense worksheets and return them via email to Federal Programs at the email address below, on or before June 5, 2026. The Department of Developmental Services will use the data to calculate the appropriate federal funds matching rate for each regional center.

Thank you for your timely cooperation. If you have any questions, please contact Waiver and State Plan Amendment Administration at Federal.Programs@dds.ca.gov.

Sincerely,

Original Signed by:

JONATHAN HILL
Branch Chief
Waiver and Rates Division

Attachments

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