



May 29, 2020

Re: State of Emergency Billing – Additional Information

Dear Vendor Community,

On March 4, 2020, the Governor declared a State of Emergency as a result of the COVID-19 outbreak. Regional Center of the East Bay received the approved State of Emergency (SOE) notification from the Department of Developmental Services (DDS). As a result, DDS is authorizing, pursuant to Title 17, California Code of Regulation, CCR §54326(a)(11), allows the Regional Center to pay vendors of nonresidential services for absences that are the direct result of situations and/or occurrences for which a State of Emergency has been declared by the Governor.

On May 7, 2020, DDS issued additional guidance to specify requirements for nonresidential service reimbursement during the SOE due to COVID-19 and to remind service providers that the required documentation to support these claims is subject to review and audit. Refer to [DDS Directive – Additional Guidance on Payments for Nonresidential Services During the State of Emergency.](#)

**Beginning with billing for the month of April 2020 and ongoing**, providers must maintain documentation of:

- 1) Efforts made to provide services, including services in alternate location or remote services
- 2) Reason for absences related to COVID-19
- 3) Continuation of employee payroll during the period absences were claimed

**Beginning with billing for the month of May 2020 and ongoing:**

- 1) Absence funds are provided based on the expectation that other sources of funding are not currently available to providers due to the impact of COVID-19.
- 2) Providers are expected to first seek and apply for all available COVID-19 relief funding, such as “payroll” loan forgiveness or reimbursement program, before receiving absence funds through regional centers.
- 3) Claims submitted to the regional center for absence funds must be reduced by the amount the provider receives from other available sources.

- 4) Providers may not receive funding from absence payments and other relief sources in excess of what the provider otherwise would have received by providing services to consumers absent the State of Emergency
- 5) Providers can continue to bill for services if approved for a PPP loan; however, if/when the loan is forgiven, the vendor would be expected to reconcile at that time.

Providers who intend to bill for non-residential COVID-19 related absences and cancellations must follow these instructions as stated in this DDS Directive. RCEB's service providers must continue to follow the guidance provided in the RCEB State of Emergency Billing issued on March 18, 2020 on billing for absences and average billing calculation.

If you have any questions, please direct them to your assigned POS billing clerk. For more information that is not addressed in this document, please refer to RCEB website. We will update regularly as information become available.

Thank you for continuing to provide services and assist our clients during the COVID-19 pandemic. Please be safe and remain healthy.

Regards,

Lynn Nguyen  
Chief Financial Officer