024 Person Centered Plan
and
General Enrollment Supports for Self-Determination

Review this packet carefully to ensure payment is processed appropriately

Page 1: Instructions for 024 Person Centered Planners

Initiate Contact

☐ Discuss directly with the SDP Participant (and/or family/representative) to introduce this service and explain your role as a Person-Centered Planner.

Alignment with the Participant

☐ Review the person-centered planning process with the participant and family.

☐ Confirm expectations, timelines, and responsibilities.

A signed agreement outlining mutual understanding of services before work begins is recommended.

Notify the Case Manager

☐ Inform the participant's Regional Center Case Manager that you will be providing person-centered planning services.

☐ Share the anticipated scope of services and planning timeline.

Provide the Service

☐ Facilitate the person-centered planning process with the Participant, family, and their circle of support.

☐ Develop the written Person-Centered Plan (PCP).

Invoice for Services

☐ Prepare an invoice for your services once they are delivered *(should not exceed $1,000)*

Submit Required Documentation

☐ Send the following documents via email to the designated address: selfdetermination@rceb.org

SUBJECT LINE: PRE-ENROLLMENT PACKET

A copy of the completed Person-Centered Plan (PCP)

A completed W-9 form

Your invoice

Person Centered Plan Training Verification Form

Page 2: Instructions for General Enrollment Supports

Initiate Contact

☐ Discuss directly with the SDP Participant (and/or family/representative) to introduce this service and explain your role as a General Enrollment Support.

Alignment with the Participant

☐ Review the enrollment and planning process with the participant and family.

☐ Confirm expectations, timelines, and responsibilities.

A signed agreement outlining mutual understanding of services before work begins is recommended.

Notify the Case Manager

☐ Inform the participant's Regional Center Case Manager that you will enrollment support services

☐ Share the anticipated scope of services and planning timeline.

Provide the Service

☐ Facilitate the enrollment planning process with the Participant, family, and their circle of support.

Invoice for Services

☐ Complete vendorization packet and follow instructions for submission

Page 3: Instructions for PDS-099 General Enrollment Support Providers

Initiate Contact

☐ Discuss directly with the SDP Participant (and/or family/representative) to introduce this service and explain your role as a General Enrollment Support.

Alignment with the Participant

☐ Review the enrollment and planning process with the participant and family.

☐ Confirm expectations, timelines, and responsibilities.

A signed agreement outlining mutual understanding of services before work begins is recommended.

Notify the Case Manager

☐ Inform the participant's Regional Center Case Manager that you will enrollment support services

☐ Share the anticipated scope of services and planning timeline.

Provide the Service

☐ Facilitate the enrollment planning process with the Participant, family, and their circle of support.

Invoice for Services

☐ Prepare an invoice for your services once they are delivered *(should not exceed 40 total hours)*

Work with RCEB Participant Directed Service Financial Management Service for payment:

RCEB rate is for 099 $56.49, maximum hours is 40 hours for this service

FMS INFORMATION:

- CAPDS-CS@PPLFIRST.COM
- AMANDA LIGHTHISER
- (234) 529-5321
- Our Services | PPL First

Page 4: Instructions for providers of 024 and 099 vendored at another Regional Center (not RCEB)

Initiate Contact

☐ Discuss directly with the SDP Participant (and/or family/representative) to introduce this service and explain your role as a General Enrollment Support/Person Centered Planner

Alignment with the Participant

☐ Review the enrollment and planning process with the participant and family.

☐ Confirm expectations, timelines, and responsibilities.

A signed agreement outlining mutual understanding of services before work begins is recommended.

Notify the Case Manager

☐ Inform the participant's Regional Center Case Manager that you will provide enrollment support services and your vendoring Regional Center, as well as vendor number(s)

☐ Share the anticipated scope of services and planning timeline.

Provide the Service

☐ Facilitate the enrollment planning process with the Participant, family, and their circle of support.

Invoice for Services

☐ Prepare an invoice for your services once they are delivered

-099 should not exceed 40 total hours and invoice should have RECB rate- $56.49 per hour

-024 should reflect $1,000 max per PCP

☐ Send the following documents via email to the designated address: selfdetermination@rceb.org

SUBJECT LINE: COURTESY PACKET

For PCP, copy of the PCP

Invoice

Courtesy Pre-Enrollment Supports Form

Page 5: Instructions for Independent Facilitators

Initiate Contact

☐ Discuss directly with the SDP Participant (and/or family/representative) to introduce this service and explain your role as an Independent Facilitator

Alignment with the Participant

☐ Review the enrollment and planning process with the participant and family.

☐ Confirm expectations, timelines, and responsibilities.

A signed agreement outlining mutual understanding of services before work begins is required to be submitted to the FMS upon onboarding

Notify the Case Manager

☐ Inform the participant's Regional Center Case Manager that you will provide support services

☐ Share the anticipated scope of services and planning timeline.

Provide the Service

☐ Facilitate the enrollment planning process with the Participant, family, and their circle of support.

Invoice for Services

☐ Submit all invoices for Independent Facilitator services through the FMS (Financial Management Service) to ensure timely payment.