



DIRECT SERVICE PROFESSIONAL (DSP) TRAINING STIPEND PROGRAM

DSP Training Stipend Program:

DSPs can receive up to two (2) \$625 stipends (before taxes) when they complete approved training courses through June 30, 2024. Vendors are eligible to receive \$150 for employer related costs.

Purpose:

Enhance the quality of services received by individuals

Improve DSP retention

Increase interest among DSPs in skills development and continuous learning

DSP Stipend Eligibility

To be eligible for the training stipend, DSPs, including some frontline supervisors and clinical staff, must meet the following eligibility requirements

Work as a paid DSP an average of 10 hours or more per week

Perform direct support tasks for individuals served by the RC

Spend at least 50% of work hours doing direct support tasks

Employed by an RC vendor, or by an SDP participant

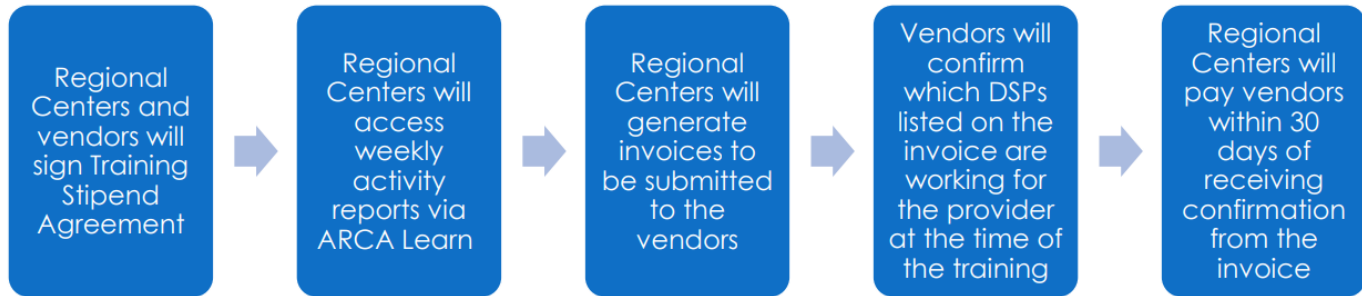
The following are **NOT** eligible even if a portion of their work involves providing direct support:

- Staff paid through a funding source other than the regional center, such as Medi-Cal, IHSS, health insurance, or a school district. The only exceptions are: ICF-DD, ICF-DDN, ICF-DDH.
- Those who only provide intermittent service such as home modification and/or meal delivery services;
- Staff employed through a temporary personnel agency;
- Contract or 1099 workers;
- On-call or 'As Needed' workers;
- Natural supports;
- Volunteers; and
- Administrative or supervisory staff, unless they spend 50% or more of their time doing direct support work.

Training Program Procedures:

1. NBRC will email all vendors the Training Stipend Agreement link for signature via Sign Now. Once signed a fully executed copy will be returned to the vendor. **CLICK HERE** to sign the agreement.
2. NBRC will enter T\$1 and T\$2 sub-code with a rate of \$625 in the rate table for the DSP stipend(s).
3. NBRC will enter T\$E sub-code with a rate of \$150 in the rate table for the Employer Related Costs.
4. DSP to create ARCA Learn account: <https://www.arcalearn.org/Login/Login.aspx>
5. DSP to obtain the appropriate NBRC (6 digit) vendor number from their employer prior to logging in to complete their approved training course. (This will be required to obtain stipend reimbursement).
6. DSP to complete approved training course, and brief survey. *Please note, all trainings must be completed no later than June 30, 2024, to be eligible for the DSP stipend.*
7. DSP to receive a Certificate of Completion via email.
8. NBRC will issue a 'Contract' authorization for the three (3) designated sub-codes for billing.
9. NBRC will access weekly activity reports via ARCA Learn every Monday. As a courtesy for our Vendors, NBRC will consolidate the weekly reports and sort by employee. A copy of this report will be sent to the vendor via email on the last day of the current month.
10. The Vendor will be required to review and confirm the employees listed on the activity report. This will require the vendor to confirm First Training (sub-code T\$1) and Second Training (sub-code T\$2).
11. Vendors will be required to bill the total number of T\$1, T\$2, and T\$E in Ebilling and submit no later than the 5th of the following month.
12. NBRC will pay approved stipends on the 16th of the following month.
13. NBRC will pay vendors within **30 days** of receiving confirmation.
14. NBRC Vendor (DSP Employer) is obligated to issue stipend payments to DSP within 90 days after training.
15. For questions, DSP and/or vendors may reach out to DSPworkforce@nbrc.net

Billing Process:



The regional center email address that vendors and DSPs can use to submit payment inquiries is: DSPworkforce@nbrc.net

More information can be found at: <https://www.dds.ca.gov/initiatives/workforce-initiatives>

Approved DSP training courses are available in the ARCA Learning Center at: <https://provider.arcalearn.org>

To register, the DSP must input their employer's vendor number, verify the vendor's name, and input the name of the regional center associated with the vendor number.