

NORTH BAY REGIONAL CENTER

10 Executive Ct. • P.O. Box 3360 • Napa, CA 94558 • (707) 256-1100
TTY • (707) 252-0213



Bob Hamilton
Executive Director

This section completed by the Client Program Coordinator

Names of Children Receiving NBRC Case Management Services:

Name of Client Program Coordinator: _____

Check which of these two options applies:

- IPP Approval form was signed on (date) _____ - Note that tax form must be received by Fiscal within 10 working days of this date.
- Parent will send a signed IPP Approval form with the Proof of Income form.

Proof of Income Instructions - Family Cost Participation Program

Parents of children ages 0 through 17 without Medi-Cal may be responsible for paying a portion of the money North Bay Regional Center has typically spent for respite, day care and other purchase of service with the same intent. To assess your share of cost, if any, North Bay Regional Center needs to receive proof of your gross annual income and the number of dependents you have. Please follow the following steps:

1. Make a copy of the first page of your most recent U.S. Individual Income Tax Return" (form 1040) that shows gross annual income and number of dependents. This is the only information

NBRC requires. It must be a copy of your actual tax state-ment - a written statement of income is not sufficient; if you sent your taxes electronically, there must be something that indicates this was the statement that was sent.

2. Attach the page from your U.S. Individual Income Tax Return to THIS page. NBRC needs to know the name of your children who are receiving NBRC services, the name of the Client Program Coordinator, and when this packet was sent.

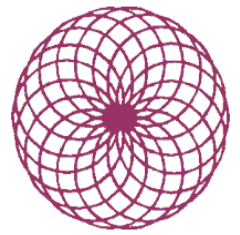
3. Sign and date the Approval of the Individual Program Plan form (if required - see above).

Use the enclosed envelope to return these pages to the NBRC Fiscal Department. Don't forget a stamp! If you do not file taxes or you believe the number of actual dependents you have is not accurately reflected on your tax statement, contact your Client Program Coordinator immediately and request an exception to this paperwork.

10 Executive Ct. Napa, Ca 94558 • (707) 256-1100 • TTY (707) 252-0213
2351 Mendocino Avenue, Santa Rosa, CA 94503 • (707) 569-2000 • TTY (707) 525-1239
From Fairfield, Vacaville, Cordelia and Suisun 1-888-256-2555
A Program of North Bay Developmental Services, Inc. Under Contract with the State of California

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Failure to provide this information will result in the Regional Center setting the cost participation at the maximum amount until the appropriate documentation is provided.

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