



October 4, 2022

IMPORTANT NOTIFICATION

To: All Vendors/Service Providers

Re: Department of Developmental Services Form DS1891

You are receiving this letter because it is time to update your Applicant/Vendor Disclosure Statement (DS1891). This form became mandatory in 2012 as part of the vendor application process and you are required to update the form every two years OR within 30 days of a change or additional information.

Section 4748.12 of the Welfare and Institutions Code specifically states:

“An individual, partnership, group association, corporation, institution, or entity, and the officers, directors, owners, managing employees, or agents thereof, that has been convicted of any felony or misdemeanor involving fraud or abuse in any government program, or related to neglect or abuse of an elder or dependent adult or child, or in connection with the interference with, or obstruction of, any investigation into health care related fraud or abuse, or that has been found liable for fraud or abuse in any civil proceeding or that has entered into a settlement in lieu of conviction for fraud or abuse in any government program, within the previous 10 years, shall be ineligible to be a regional center vendor.”

If you have a vendor number and receive payment from the regional center, you must complete and return this form. PLEASE COMPLETE ONE FORM PER VENDOR #.

Following is information to help you complete this form:

- Page 1 – Carefully read the General Instructions for completing the form.
- **Page 2 – Everyone must complete Part 1**
 - Clients and families – your business address is your home address. Parents, be sure you complete A and D using your name and social security number, not your child’s. If you need assistance filling out this form please contact your service coordinator.
- Page 3 – Part 2 – Enter the required information
 - All vendors with a Board of Directors must submit the required information for all Board members – no exceptions.
 - Clients and families do not need to complete this section.
 - Part 3 – Enter the information or write NONE across the section*
 - Part 4 – Enter the information or write NONE across the section*
- **Page 4 – Everyone must sign and date the form.**

An electronic version of this form can be accessed at <https://lanterman.seamlessdocs.com/f/mawcyvbbhsgm/> OR at Lanterman.org /Service Provider tab – Service Provider News tab.

Please complete by October 31, 2022. Failure to return the completed form may result in termination of your vendorization.

Sincerely,

Pablo Ibañez
Director of Community Services