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DIRECTOR

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Department of Developmental Services
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TO: WORK ACTIVITY PROGRAM SERVICE PROVIDERS (SERVICE CODE 954)

SUBJECT: COMPLETION OF DS 1971 WORK SERVICES FORM

This is a reminder that per the California Code of Regulations, Title 17, section 58822, all vendors that offer work activity services (service code 954) are required to complete and submit DS 1971 forms to the Department of Developmental Services (Department) by the 15th of the following month the work was performed. Please submit these forms electronically to the Department monthly to workservices@dds.ca.gov and ensure all sections of the form are completed.

The DS 1971 form template can be found on the [Department website \(SEP/WAP Work Services Forms - CA Department of Developmental Services\)](#). Instructions on how to complete the form are linked below the template and included in the first tab of the template.

If you have any questions on this process, please contact the Work Services team at workservices@dds.ca.gov.

Sincerely,

Original Signed by:

SONYA FOX
Branch Manager, Employment Services
Community Services Division

cc: Regional Center Directors of Community Services
Regional Center Employment Specialists
Ernie Cruz, Department of Developmental Services
Michael Luna, Department of Developmental Services
Stephanie Crist, Department of Developmental Services