



CLASE COMMUNITY OF PRACTICE  
COLABORACIÓN, LIDERAZGO, ABOGACÍA,  
SERVICIO Y EDUCACIÓN (CLASE)

## Requesting Services through the Inland Regional Center



The following steps are helpful as you request services through Inland Regional Center (IRC). It is important that you follow the steps and not skip the order. If you do skip a step, you will probably be told to go back and follow the order.

- 1** Write your request for a service to your caseworker with a reason.  
For example: "I am requesting additional 24 hours of respite each month because my child is having more severe behaviors."
- 2** If the Regional Center caseworker says IRC will not provide a service that you ask for, they have 5 working days to send you notice by certified mail. This is called a Notice of Action. Disability Rights California has a great resource to file an appeal. This is a different process. For more info visit <https://bit.ly/3jVXvOq>
- 3** If you do not get a response within 5 working days for Step 1, send another email and copy (cc) the Caseworker's supervisor which is called a Program Manager. To get the name and email of the Program Manager you can call (909) 890-3000 and give the receptionist the name of your caseworker or your child and they will look it up and give you the correct information.
- 4** If you do not get a response for Step 3 within 5 working days you can ask to speak with the Director of that area. Currently, Felipe Garcia M.A., BCBA, Director of Children and Transition Services and Don Meza, Director of Adult Care. You can leave a message at the (909) 890-3000 number for them or ask for their email address.
- 5** If you do not receive a response in Step 4, you can file a complaint with the Executive Director of the Regional Center using form DS 255 and email to [Community@inlandrc.org](mailto:Community@inlandrc.org)  
English Form:  
[www.dds.ca.gov/wp-content/uploads/2019/03/CCA\\_DS255\\_20190312.pdf](http://www.dds.ca.gov/wp-content/uploads/2019/03/CCA_DS255_20190312.pdf)  
Spanish Form:  
[www.dds.ca.gov/wp-content/uploads/2019/03/CCA\\_DS255Esp\\_20190312.pdf](http://www.dds.ca.gov/wp-content/uploads/2019/03/CCA_DS255Esp_20190312.pdf)
- 6** If you still do not receive an answer or feel that the matter is unresolved, you can contact the CA Department of Developmental Services (DDS) who oversees the Regional Centers. A DDS liaison is assigned to each RC and may be a resource to families and self-advocates.  
The DDS Primary Liaison to IRC is Nikisia Simmons.  
Email-[nikisia.simmons@dds.ca.gov](mailto:nikisia.simmons@dds.ca.gov), Phone- (714)957-5673).