

[Date]

[Name of Service Coordinator, Title]

[Name of Regional Center]

[Mailing Address of Regional Center]

[City, State & Zip of Regional Center]

RE: Notice of Intent to Audio Record IPP Meetings

Dear [Name of Service Coordinator]:

This letter is written notification pursuant to Section 4646.6 of the Welfare & Institutions Code that I reserve the right to audio record all future IPP meetings, or any conversation, telephone call, or other meeting to discuss the services and supports or any change, addition or amendment to the existing authorizations for service of [Full Name of Consumer].

Consumer Signature: _____
Print Consumer's Name *Date*

CC: Client's Rights Advocate