

Hello {insert case manager's name}

{Insert participant's first and last name} has enrolled in the following courses through the City of Walnut Creek's vendor agreement with the Regional Center of the East Bay (RCEB);

{insert the course name} {insert the dates of the course} {insert the cost of the course}

To make sure they can attend, the following must be completed a minimum of 2 weeks prior to the start of the program:

- **Authorize a Purchase of Service (POS) with the RCEB case manager**

The City of Walnut Creek is an established vendor with RCEB. Their vendor number is {insert vendor number}

- **HB1122 for summer camps & PB3437 for year-round programming.**

Failure to authorize a POS prior to the due date will result in being withdrawn from the course. Participants are not eligible to attend a course without an active POS.

Thank you!