



Redwood Coast Regional Center

Respecting Choice in the Redwood Community

DATE: February 1, 2017

TO: Redwood Coast Regional Center Service Providers

FROM: Kim Nash, Director of Clinical and Community Services
Patrick Okey, Director of Administration

RE: Implementation of Minimum Wage Rate Adjustment

Due to the enactment of Senate Bill (SB)3 the California minimum wage for California has increased to \$10.50 per hour effective January 1, 2017 for employers with 26 or more employees. As a result, a number of regional center vendors may be eligible for a rate adjustment in order to pay employees the new minimum wage.

All providers of services with rates established in the following ways may be eligible for a rate adjustment:

1. Employ 26 or more employees
2. Rates set by regional center through negotiation
3. Pay or are paying employees less than \$10.50 per hour

Please note that providers with rates that are set by the Department of Developmental Services must submit your request for a rate adjustment to the DDS by March 1, 2017. Those services include:

Rates Established by DDS:

ARM Level Residential Facilities (Service Categories 905, 910, 915, and 920)

Day Programs (Service Categories 505, 510, 515, 520, 525, 805, and 954)

In-Home Respite Care (Service Category 862)

Please go to the following link to download the 2016 Minimum Wage Adjustment Request Workbook:
http://www.dds.ca.gov/MinWage/MWRA_Process.cfm

For Services with Rates Set by Regional Center: Please download the Minimum Wage Increase Vendor Detail Worksheet posted on RCRC's website using the following link: <http://redwoodcoastrc.org/service-provider/service-provider-supports> and follow these instructions:

- 1) Click *Minimum Wage 2017 Rate Adjustment Workbook, Instructions and Certification*;
- 2) BOX workbook will open;
- 3) Click *Download (blue bar-upper right)*;
- 4) Second prompt will open at bottom of page Click *Open*;
- 5) Excel Worksheet will open – please save the Worksheet to your desktop and YOU MUST CLICK ENABLE CONTENT before you can begin entering any data in the Worksheet.

IMPORTANT: Rate adjustment requests workbooks and payroll records must be submitted to RCRC at: min-wage-request@redwoodcoastrc.org no later than March 1, 2017. Any rate adjustments approved will be effective January 1, 2017.

Please contact Kim Nash, Director of Clinical/Community Services at 707-445-0896, x343 or knash@redwoodcoastrc.org with any additional questions.

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