



May 23, 2014

Implementation of California Minimum Wage Rates

Dear Service Provider:

This notice applies to Service Providers with rates that were established through negotiations with Alta California Regional Center (Alta) and currently pay wages less than \$9.00 per hour. Service Providers with rates set by the Department of Developmental Services may also be impacted but need to follow a different process covered on the DDS website at <http://www.dds.ca.gov/MinWage/Index.cfm>.

On September 25, 2013, the California government enacted legislation raising the minimum wage. Effective July 1, 2014, every employer shall pay to each California employee wages not less than nine dollars (\$9.00) per hour for all hours worked. Copies of the full text of the amended wage orders may be obtained by ordering on-line at www.dir.ca.gov/WP.asp. As such, the Department of Developmental Services (DDS) is providing allocations to regional centers to provide funding to Service Providers that are currently paying staff less than \$9.00. There are no provisions for compaction issues or supervisor pay increases.

There is a variety of services with rates negotiated between the Service Provider and Alta. Regarding these negotiated rates; Alta is responsible for determining the new rate if your service has any employees who currently earn less than \$9 per hour. It is necessary for you to provide the information requested in order for your rate to be increased. The rate adjustment must be specific to the unit of service that is affected by the new minimum wage AND will only include those costs necessary to increase an employee's actual hourly wage to the new \$9.00 per hour minimum wage rate.

Please click on the link "Minimum Wage Increase Calculation Workbook" found on Alta's website www.altaregional.org. Detailed instructions are included on tabs within the Workbook. You must submit a separate "Minimum Wage Increase Calculation Worksheet" for each Service/Sub-Code combination.

Wage and unit data is for the period October, November, and December 2013. If you are unable to provide data for this period, you may use wage and unit data for the alternative period July, August, and September 2013. You must submit to Alta a written explanation regarding the use of this alternative period.

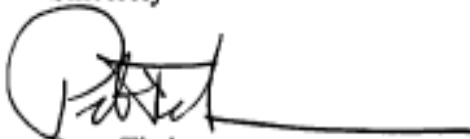
The Minimum Wage Increase Calculation Workbook requires an itemized listing of your employees paid less than \$9 an hour and their units worked. You will likely need to use, as supporting documentation, your payroll registers, worker's compensation rates and cost allocation spreadsheets, paid invoices and other supports. Copies of all your supporting documentation must be submitted to Alta. Scan supporting documentation for submission to Alta. Rates will not be calculated until all supporting documentation is received and reviewed.

Upon completion of the "Minimum Wage Increase Calculation Workbook", email it and the supporting documentation to minwage@altaregional.org . Please return the spreadsheet in Excel Format, do not change the format to PDF, do not lock or password protect any cells, or use the "hide" features in Excel. The workbook must be returned to Alta by September 2, 2014, but should be submitted as soon as possible. Corrections to your rate will be made retroactively to July 1, 2014. After the review, Alta will send you authorizations with your new rate.

Final approval of rate adjustments is contingent upon approval of the 2014-15 State budget. If you have questions, please contact your fiscal assistant or

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Sincerely



Peter Tiedemann,
Chief Operating Officer