

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 NINTH STREET, Room 320, MS 3-9
SACRAMENTO, CA 95814
TTY (916) 654-2054 (For the Hearing Impaired)
(916) 654-1958



July 7, 2016

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: INSTRUCTIONS FOR REQUESTING HEALTH AND SAFETY WAIVER
EXEMPTIONS FOR LOCAL MINIMUM WAGE INCREASE

Welfare and Institutions Code (WIC), sections 4648.4(b), 4681.6, 4684.55, 4689.8, 4691.6 and 4691.9 authorize the Department of Developmental Services (Department) to approve exemptions to rate freezes and other budget control measures to mitigate risks to consumer health and safety.

The purpose of this letter is to provide instructions detailing the information the Department must have to process an exemption request due to a local minimum wage increase. The following information, along with the completed Budget Analysis Tool (enclosed) must be submitted for all exemption requests:

- Vendor name, number and address.
- Service code and type.
- Current rate and unit of service (e.g., \$25 per day, \$10 per hour).
- Proposed rate, unit of service, and itemized documentation to support the new rate (see enclosed Budget Analysis Tool).
- A proposed effective date for the rate increase, and an end date, if any.
- The signature of the requesting regional center's Executive Director, or a statement signed by the Executive Director, that she/he concurs with the information contained in the request.
- A copy of the applicable local minimum wage ordinance(s).

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The following should be noted when preparing an exemption request for a rate increase due to a local minimum wage increase:

- Only mandatory payroll costs can be included in the requested rates.
 - Increases to administrative costs are not allowable.
 - Regional centers are encouraged to submit requests as soon as possible after their need becomes known. The Department may consider issuing approvals with retroactive effective dates.
 - Submittal by email is preferred to RCB@dds.ca.gov.
 - The regional center may submit a single letter requesting a uniform rate increase that affects multiple consumers; an individual letter for each consumer is not necessary.
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- The regional center does not need to submit IPPs and/or program designs for local minimum wage-related requests.
 - Requests for rate adjustments due to local minimum wage increases for the following service codes should be submitted by the vendor to the Department's Community Rates Section for processing, as Unanticipated Rate Adjustments:
 - 505- Activity Center
 - 510- Adult Development Center
 - 515- Behavior Management Program
 - 520- Independent Living Services
 - 525- Social Recreation Program
 - 805- Infant Development Program
 - 862- In-Home Respite
 - 954- Work Activity Programs

For any questions regarding Unanticipated Rate Adjustments, please contact the Department's Rate Section at (916) 654-2300.

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If you have any questions regarding these guidelines, please contact the Regional Center Branch at (916) 651-3228, or by email at RCB@dds.ca.gov.

Sincerely,



BRIAN WINFIELD
Acting Deputy Director
Community Services Division

Enclosure

cc: Regional Center Administrators
Regional Center Community Services Directors
Association of Regional Center Agencies
Rapone Anderson, Department of Developmental Services