

**NORTH LOS ANGELES COUNTY REGIONAL CENTER  
MINIMUM WAGE RATE ADJUSTMENT – JANUARY 1, 2016  
ADDITIONAL INSTRUCTIONS**

1. Email electronic copies of the Minimum Wage Increase Calculation Worksheet (Excel Version), Summary and **SIGNED** Certification Form and all required supporting documentation to [raterequest@nlacrc.org](mailto:raterequest@nlacrc.org). The worksheet and forms are available on NLACRC's website at [www.nlacrc.org](http://www.nlacrc.org). Remember to retain copies for your records.
2. Rate increase requests received by NLACRC will be given priority **based on receipt of a complete submission package**. Requests submitted without all required supporting documentation will cause a significant delay in the review process.
3. **REQUIRED SUPPORTING DOCUMENTATION**: You must submit the following supporting documentation with the completed forms:

**Requests with 100 or fewer employees below minimum wage:**

- a. Payroll documentation to document each employee's rate of pay and actual hours worked during the review period, including but not limited to:
  - Employee status forms, payroll registers, payroll labor distribution report etc., and
  - Payroll information should reflect the Review Period as indicated on the Minimum Wage Calculation Worksheet.
- b. Documentation of workers compensation expense, including but not limited to:
  - Workers compensation insurance policy and the self-reporting worksheet provided to the insurance carrier for which the policy was based, or
  - Total workers compensation premium paid and total payroll cost incurred during the review period for which the workers compensation rate reported was based. Please provide accounting records to support the WC premium and total payroll cost to be reported.

**Requests with more than 100 employees below minimum wage:**

- a. Submit the Minimum Wage Calculation Worksheet listing each employee who is paid below minimum wage. NLACRC will select a sampling of no fewer than 100 employees. For the employees selected in the sampling, you must

submit payroll documentation to document each employee's rate of pay and actual hours worked during the review period, including but not limited to:

- Employee status forms, payroll registers, payroll labor distribution report etc., and
- Payroll information should reflect the Review Period as indicated on the Minimum Wage Calculation Worksheet.

b. Documentation of workers compensation expense, including but not limited to:

- Workers compensation insurance policy and the self-reporting worksheet provided to the insurance carrier for which the policy was based, or
- Total workers compensation premium paid and total payroll cost incurred during the review period for which the workers compensation rate reported was based. Please provide accounting records to support the WC premium and total payroll cost to be reported.

4. **CONSUMER-SPECIFIC RATES:** A separate Minimum Wage Increase Calculation Worksheet must be submitted for rate increase requests received for consumer-specific rates. Each worksheet should include all employee(s) paid below the new minimum wage per hour during the Review Period based on the instructions provided above. If an employee provides services to multiple consumers, the employee's total hours for the review period must be allocated based on the actual hours worked under each specific service sub-code. Timesheets may be requested to validate the hours reported.

5. **SERVICE CODE 062:** Only one Minimum Wage Increase Calculation Worksheet is necessary for rate increase requests for service code 062 under one vendor number. All employee(s) paid below the new minimum wage per hour during the review period should be included in the Minimum Wage Increase Calculation Worksheet based on the instructions provided above.

**SUBMIT RATE INCREASE REQUESTS TO:**

[raterequest@nlarc.org](mailto:raterequest@nlarc.org)

**For additional questions, please contact:**

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