



INLAND REGIONAL CENTER

Enhancing Lives

...valuing independence, inclusion and empowerment

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January 29, 2024

Dear Service Provider:

Minimum Wage Increase Effective January 1, 2024

Effective January 1, 2024, due to the enactment of Senate Bill (SB) 3, the minimum wage in California will increase to \$16.00 per hour for all employers. As authorized by the current state budget and Welfare & Institutions (W&I) Code sections 4681.6(b), 4691.6(f) and (g), and 4691.9(b), many vendors will either receive, or be eligible to request, a rate increase if necessary to adjust employees' pay to comply with the new minimum wage.

Providers with Rates Set through Negotiation by the Regional Centers

Statute allows regional centers to negotiate rate adjustments with providers in order to pay employees no less than the minimum wage effective January 1, 2024. The rate adjustment must be specific to the unit of service that is affected by the new minimum wage and shall only include those costs necessary to increase an employee's actual hourly wage to the new minimum wage rate and associated mandated employer costs (e.g., Social Security, Medicare, and Workers' Compensation).

Vendors must submit actual wage and mandated employer cost information for affected employees only and total program units of service provided for the period of July, August, and September 2023, or an applicable period of up to three (3) months from January through December 2023.

Submission Instruction:

Applicable service providers with negotiated rates must complete the 2024 Minimum Wage Rate Adjustment Request Workbook. The workbook/s is/are available at the DDS website: [Minimum Wage – 2024 - CA Department of Developmental Services : CA Department of Developmental Services](#). Use only the workbook(s) applicable to you.

Please submit your rate adjustment request(s) to minwage@inlandrc.org. All rate adjustment requests **MUST** include the following required documents:

- Completed 2024 Minimum Wage Rate Adjustment Request Workbook(s). Please indicate the name of your program, service code and vendor number (i.e.: A Plus Transportation;875; HJ000)
- A Separate workbook must be submitted for each vendor number.
- Payroll Register/Payroll Records covering the 3 consecutive months review period for all employees eligible for new minimum wage increase.
- A Copy of Workers' Compensation Policy showing the rate per 100's.

- California DE 2088 Notice of Contribution Rates and Statement of UI Reserve Account.
- Provide a copy of your latest complete Cost Statement or Rate Determination worksheet to support your current rate and request for minimum wage adjustment.

Vendors with negotiated rates who are applying for the minimum wage adjustment increase must complete and submit the workbook and required documents to IRC no later than **March 1, 2024**. Incomplete worksheet(s) and/or incomplete supporting document(s) will not be processed and will be returned to you. **No extension will be granted beyond this deadline.**

Providers with Rates Set by DDS and Rates Established in Regulation

Additional information can be found at the following website: [Minimum Wage – 2024 - CA Department of Developmental Services : CA Department of Developmental Services](#).

If you have any questions or need further information, please email lpaz@inlandrc.org.

Sincerely,

Reylisa Zalameda

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Manager, Accounting and Audit Departments
Inland Regional Center