

**MINIMUM WAGE INCREASE – JULY 1, 2014**  
**FREQUENTLY ASKED QUESTIONS**  
*Updated June 23, 2014*

**1. Can I submit one worksheet for multiple vendor numbers?**

Answer: No, a worksheet must be completed for each vendor number. Furthermore, a worksheet must be completed for each sub-code affected by the minimum wage increase.

**2. If we were to get a rate adjustment when will it be in place?**

Answer: The rate adjustment will be retroactive to July 1st. We will be processing them as they are received so the earlier you can send us your worksheets the sooner we can make the adjustment effective July 1st.

**3. In looking at the worksheet, there wasn't a section for exempt employees who currently make the minimum required for exempt staff members. Once minimum wage increases, their wage needs to increase to meet California's exempt guidelines. Do you have suggestions or directions for that scenario?**

Answer: Exclude exempt employees on the worksheet. We expect further information from DDS on this issue and will forward to providers after TCRC receives.

**4. Does the minimum wage increase apply to Adult Residential Facilities (ARFs)?**

Answer: TCRC's letter that was sent to providers states the following:

Community Care Facilities (service codes 905, 910, 915 and 920) – The proposed Alternative Residential Model (ARM) rate schedule, effective July 1, 2014, can also be found through a link on [www.dds.ca.gov/MinWage](http://www.dds.ca.gov/MinWage). Since this schedule will be adjusted with approval of the State budget, providers with ARM rates do not need to submit rate adjustment requests.

As an ARF (usually under service code 915), you do not need to submit rate adjustment requests.

**5. I am a parent vendor for my child's services under service code 896. Can I submit a request for this wage increase?**

Answer: If you currently have employees making less than \$9/hour, you can complete the form and submit it for the increase.

**6. The fourth quarter of 2013 includes holidays. During these holidays, we paid full time eligible employees 1.5 times their regular rate of pay which would push hours paid at minimum wage above the limit for the worksheets. However, during many other months, these hours would be paid at the regular rate. Would you like holiday hours to be counted as minimum wage hours for the purpose of the worksheets or would you rather they be excluded?**

Answer: Holidays should be excluded.

7. For the rate worksheet, what if we have paid minimum wage for multiple billing rates at different times throughout the day? It appears we are only able to submit for one rate. Do we have to do a separate worksheet for each rate?

Answer: Yes, a separate worksheet must be completed for each rate/sub-code.

8. For Row R 1-5, would you like total units billed for the specific rate, regardless of how many minimum wage paid hours were worked at the rate?

Answer: Yes, Include total billed units for the specific rate, regardless of how many minimum wage paid hours were worked.

9. For the data being used from October through December, 2013, are you interested in the hours on the dates that employees worked with participants or the dates in which the employees were paid? For example, if paydays lag one (1) week from the last date in which an employee works, people who worked from October 1 to 15 are paid on the 22nd and people who worked from October 16 to 31 are paid on November 7th. Would you like the pay dates from 10/1/13-12/31/13 used? Or the actual dates worked during that period used?

Answer: We are requesting the amount paid for the hours worked from 10/1/2013 to 12/31/2013 on the worksheet regardless of when they were paid.