



## MEMO

To: All RCEB Supported Living Services (SLS) vendors  
From: Jacob Hulthage, Senior Resource Specialist / SLS coordinator  
Date: December 29, 2017  
RE: **IMPORTANT NOTICE** Regarding State Wide Minimum Wage Increase for 2018

Dear Supported Living Services providers,

Effective January 1, 2018, the minimum wage in California will increase from \$10.50 to \$11.00 per hour for employers with 26 or more employees and from \$10.00 to \$10.50 per hour for employers with 25 or less employees. As authorized by the Welfare and Institutions Code Sections 4681.6(b), 4691.6(f) and (g), and 4691.9 (b) vendors, with rates negotiated with regional centers, will be eligible to request a rate increase, if necessary, to adjust pay for their employees in order to be in compliance with the new minimum wage.

If you choose to request a rate adjustment in response to the 2018 State of California minimum wage increase, please forward the following documentation along with your request:

- A completed copy of the attached minimum wage 2018 rate adjustment spreadsheet. The purpose of this document is to function as a tool to assist RCEB in determining the rate increase and to also serve as proof of eligibility. The spreadsheet needs to list all staff receiving pay under the rate for which you are requesting adjustment. The spreadsheet also needs to cover in a 3 month period (we recommend October – December 2017). After you open the attachment, you can click on the tab labeled “Vendor Worksheet Instructions” near the bottom left of your screen in order to get more information on how to complete the spreadsheet. Please also review and complete, as necessary, the other lower screen tabs. Please submit completed copy to Jacob Hulthage at RCEB by e-mail or mail. E-mail is preferred.
- If you are a vendor where your RCEB budgets are showing a clear separation of the overnight base rate and established fringe benefit, you do **NOT** need to submit payroll information. Please be aware, however, that it is important that you maintain accurate internal documentation of overnight wages in the event that an audit of your agency takes place.
- If you are a vendor with combined hourly overnight rates (base rate and fringe benefit percentage bundled together) noted on your individual RCEB budget worksheets, where the base rate is below \$11 (or \$10.50 for an agency with fewer than 26 employees), ***please provide us with one month payroll for staff included on above mentioned spreadsheet.*** This payroll needs to cover a month prior to January 1, 2018. Please also provide us with any information that you have on any fringe benefit percentage that your agency has previously established with RCEB. Without the current individual client RCEB budgets specifically indicating below minimum wage funding, we need the payroll information as official documentation to establish that your agency is paying staff below the new state minimum wage.
- If you are an hourly rate SLS agency and you intend to request an adjustment to your rate due to the 2018 State of California minimum wage increase, please provide one month of payroll for the staff who you listed on the above mentioned spreadsheet. This payroll needs to cover a month prior to January 1, 2018.

Please indicate your intention to request this rate adjustment and submit the required documentation to me no later than March 1, 2018. You can e-mail me this information/documentation to [jhulthage@rceb.org](mailto:jhulthage@rceb.org) or mail it to my attention at RCEB, 500 Davis St., Suite 100, San Leandro, CA, 94577.

Sincerely,

*Jacob Hulthage*

Jacob Hulthage  
Senior Resource Specialist  
Regional Center of the East Bay

CC: Beth DeWitt, Director of Community Services, RCEB