



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES



EDMUND G. BROWN JR.
GOVERNOR

September 21, 2016

ALL COUNTY INFORMATION NOTICE (ACIN) NO: I-67-16

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL IHSS PROGRAM MANAGERS
ALL PUBLIC AUTHORITY EXECUTIVE DIRECTORS

SUBJECT: IMPLEMENTATION OF THE NEW STATEWIDE MINIMUM WAGE

REFERENCES: [SENATE BILL 3 \(CHAPTER 4, STATUTES OF 2016\)](#)
[CALIFORNIA LABOR CODE SECTION 1182.12](#)

This notice is to remind counties of Senate Bill 3 (SB 3) (Chapter 4, Statutes of 2016), enacted on April 4, 2016. SB 3 amended Section 1182.12 of the California Labor Code by increasing the minimum wage for all industries to \$10.50 per hour effective on and after January 1, 2017.

Counties with an In-Home Supportive Services (IHSS) provider wage less than \$10.50 per hour (as of December 31, 2016) are required to submit a Public Authority/Non-Profit Consortium (PA/NPC) Rate Change Request along with all necessary documents and signatures to the California Department of Social Services (CDSS), Public Authority Unit (PAU), no later than October 31, 2016.

The following documentation is required for minimum wage requests:

- Letter from the County Welfare Director or Chief Fiscal Officer that includes the requested effective date and requested rate on County letterhead. *(The rate should be broken down by hourly wage, benefits, taxes and administrative costs to allow CDSS to validate that the county is aware of all aspects of the rate change that is being submitted by the PA/NPC.)*

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties

- SOC 449 (*Updated in February 2015*)
- IHSS Rate Worksheet
- Line Item Budget
- Current Memorandum of Understanding (*including a minimum of two signatures, one from the PA/NPC and one from the recognized labor organization*)

In order to initiate the process, scanned copies of the information above can be sent via electronic mail (e-mail) to the CDSS analyst assigned to your county with a copy to the CDSS PAU Manager Karen.LaRose@dss.ca.gov. However, the originals need to be mailed to the address below via certified mail and received by CDSS prior to the requested effective date.

California Department of Social Services
Public Authority Unit
744 P Street, MS 9-9-04
Sacramento, CA 95814

County Board of Supervisors (BOS) approval is not required for the increase to the new minimum-wage. If the PA Rate Change Request provides for an increase in wages above the \$10.50 per hour wage or provides for a change in any components other than taxes (i.e., health benefits, non-health benefits or administrative costs), BOS approval (including appropriate signatures and stamped with the County seal) will be required by CDSS and the Department of Health Care Services.

Please Note:

When a rate change is locally negotiated, mediated, or imposed, it should be indicated on the locally negotiated line on the SOC 449 and the county Maintenance of Effort (MOE) will be adjusted for the county share of that increase.

When a rate change is non-locally negotiated, such as the minimum wage increase effective on January 1, 2017, it should be indicated on the non-locally negotiated line of the SOC 449 and the rate change will not impact the county MOE.

If a locally negotiated, mediated, or imposed rate increase is scheduled to occur on the same date as the minimum wage increase and the county reflects both increases on the locally negotiated line on the SOC 449, the county MOE will be impacted by the county share of the combined amount.

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For any questions or concerns regarding this ACIN, please contact Karen La Rose, Manager, PAU, at (916) 653-1908.

Sincerely,

Original Document Signed By:

SUE QUICHOCHO, Chief
Systems & Administrative Branch
Adult Programs Division

c: CWDA