



NORTH LOS ANGELES COUNTY REGIONAL CENTER

9200 Oakdale Avenue, Suite 100 • Chatsworth, CA 91311-6500
Main Number (818) 778-1900 • Fax (818) 756-6140

Date: July 1, 2016

TIME SENSITIVE

REGULATORY PROCESS TO SEEK AN UNANTICIPATED RATE INCREASE TO COMPLY WITH LOCAL MINIMUM WAGE ORDINANCES

1. Which Service Providers Are Eligible to Seek an Unanticipated Rate Increase from DDS?

The following Community-Based Programs and In-Home Respite Service Agencies are eligible to seek an unanticipated rate increase directly from the Department of Developmental Services (“DDS”):

Service Code	Service Description
505	Activity Centers
510	Adult Development Centers
515	Behavior Management Programs
520	Independent Living Programs
525	Social Recreation Programs
805	Infant Development Program
862	In-Home Respite Agencies

CCR, Title 17, Section 54302(a)(16) and Section 54342(a)(39)

2. What are the Allowable Reasons for an Unanticipated Rate Increase?

Pursuant to CCR, Title 17, Section 57920(c) and 58420, a Community-Based Day Program or an In-Home Respite Services Agency may seek an unanticipated rate change funding from the Department of Developmental Services (DDS) due to mandated service adjustments due to changes in, or additions to, existing statutes, laws, regulations or court decisions.

3. When must a Community Based Day Program or an In Home Respite Services Agency submit a request for an Unanticipated Rate Change to DDS?

A community-based day program or in-home respite services agency shall submit their unanticipated rate increase to both DDS and the vendoring regional center **within sixty (60) days** of July 1st, the



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effective date of the City of Los Angeles or County of Los Angeles minimum wage increase, or by **August 29th** of each calendar year.

4. What information must be submitted to both DDS and the vendoring regional center?

All Community Based Day Programs or In-Home Respite Services Agencies requesting an unanticipated rate increase shall submit the following information to both DDS and the vendoring regional center:

- A. Vendor Name
- B. Vendor Number
- C. Name and Title of Vendor Contact Person
- D. Vendor Business and Mailing Address
- E. Office telephone number
- F. The specific reason for the rate adjustment request
- G. All supporting documentation and any other information necessary to substantiate and/or justify the request
- H. The completed “NLACRC’s Unanticipated Rate Form”, located at <https://www.nlacrc.org/modules/showdocument.aspx?documentid=4330>
- I. The name of the vendoring regional center and utilizing regional center(s), if any.

5. Where do Service Providers submit their request for an Unanticipated Rate Increase?

Community Rates Section
Department of Developmental Services
1600 9th Street, Suite 320 MS 3-8
Sacramento, CA 95814
RateAdj@dds.ca.gov

and

Community Services Department
North Los Angeles County Regional Center
15400 Sherman Way, Suite 170
Van Nuys, CA 91406
VendorFaq@nlacrc.org



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6. What is the timeline for DDS's review and notification to the Service provider of DDS's unanticipated rate increase decision?

Pursuant to CCR, Title 17, Section 57924, within fifty (50) days of receipt of the rate adjustment request, DDS is required to review the service provider's unanticipated rate adjustment request to determine if it's complete and complies with regulatory requirements.

If the service provider's unanticipated rate adjustment is complete and complies with regulatory requirements, DDS is required under regulations to approve the unanticipated rate adjustment request.

If the service provider's unanticipated rate adjustment is incomplete DDS will provide written notice to the service provider. The service provider must provide DDS a response within fifteen (15) days of written notification by DDS. If the service provider does not respond within the fifteen (15) day period, DDS is required under regulations to deny the service provider's unanticipated rate adjustment request.

If the service provider's unanticipated rate adjustment does not comply with regulatory requirements, DDS will provide written notice to the service provider of its decision.