

**SB 3 MINIMUM WAGE 2024 RATE ADJUSTMENT - VMRC NEGOTIATED-RATE VENDORS
SUMMARY & CERTIFICATION INSTRUCTIONS**

These instructions are for the Vendor Summary & Certification. After you read these instructions, please go to the “Vendor Summary & Certification” tab. Please review the Program Information and enter the service address associated with the information submitted on this workbook. If your program has a different mailing address than the service address, please enter this information.

Please enter the requested Contact Information for the individual responsible for completing this workbook. This information will include Contact Name, Contact Phone Number, Email Address, and Executive Director/Owner.

Please review the current rate, proposed rate change, and the proposed new rate, which are calculated based on the information you have entered on the worksheet. If there is an error message in the rate information, go back and review the information in the worksheet.

We ask that you save this workbook using your vendor number and service code in the title of the file name. For example, "H12345 510.xlsm", then email the workbook to VMRC at "rates@vmrc.net" by hitting the “SUBMIT” button on the bottom of the Vendor Summary & Certification worksheet. If the workbook is not saved prior to hitting submit, the worksheet will be transmitted as a blank. Please contact VMRC if you have any questions or would like to check status. Also, if your email is NOT Outlook, the "SUBMIT" button will not work. If this applies to you, please save your workbook and send as an attachment to rates@vmrc.net using your email.

PLEASE NOTE: By clicking the “I AGREE” checkbox near the bottom of the “Vendor Summary & Certification” worksheet, you certify that the information provided to VMRC is specific to payroll costs necessary to meet the requirements of the minimum wage increase effective January 1, 2024. You additionally certify to the best of your knowledge and belief that the information submitted is true and correct, and subject to verification by all record keeping and audit processes, procedures, and guidelines under the Lanterman Act and Title 17 of the California Code of Regulations (CCR).

You must retain **ALL** backup documentation which supports the information being submitted in this workbook. The backup information for the information provided on this workbook is subject to all record keeping and audit processes, procedures, and guidelines under the Lanterman Act and Title 17, CCR.

EMAIL ADDRESS:

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