

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
EMPLOYEE SICK LEAVE RATE ADJUSTMENT
ADDITIONAL INSTRUCTIONS**

1. All requests must be received by NLACRC no later than September 1, 2015.
2. Email electronic copies of the Vendor Worksheet (Excel Version), **SIGNED** Summary and Certification Form and all required supporting documentation to Alain Iniego at ainiego@nlacrc.org. The worksheet and forms are available on NLACRC's website at www.nlacrc.org. Remember to retain copies for your records.
3. Rate increase requests received by NLACRC will be given priority **based on receipt of a complete submission package**. Requests submitted without all required supporting documentation will cause a significant delay in the review process.
4. **REQUIRED SUPPORTING DOCUMENTATION**: You must submit the following supporting documentation with the completed forms:
 - a. Payroll documentation to support **employee's rate of pay and actual hours worked during the review period**, including but not limited to:
 - Employee status forms, payroll registers, payroll labor distribution report etc., and
 - Payroll information should reflect the Review Period as indicated on the Vendor Worksheet.
 - b. Documentation of workers compensation expense, including but not limited to:
 - Workers compensation insurance policy and the self-reporting worksheet provided to the insurance carrier for which the policy was based, or
 - Total workers compensation premium paid and total payroll cost incurred during the review period for which the workers compensation rate reported was based. Please provide accounting records to support the WC premium and total payroll cost to be reported.
 - c. Documentation of unemployment insurance as a percentage:
 - *Notice of Contribution Rates and Statement of UI Reserve Account* (From DE 2088) provided by the State of California Employment Development Department.

FOR ADDITIONAL QUESTIONS, PLEASE CONTACT:

Rowena DeGuzman, Fiscal Monitor	818-756-6321	rdeguzman@nlacrc.org
Ronald Chiang, Fiscal Monitor	818-756-6167	rchiang@nlacrc.org
Alain Iniego, Accounting Supervisor	818-756-6310	ainiego@nlacrc.org