

**IN-HOME SUPPORTIVE SERVICES PROGRAM
PUBLIC AUTHORITY/NON-PROFIT
CONSORTIUM RATE**

To: California Department of Social Services
Adult Programs Division
Financial Management Unit
744 P Street, MS 9-11-91
Sacramento, CA 95814

COUNTY:	EFFECTIVE DATE:
San Bernardino-36	7/1/2020
PA NAME:	
San Bernardino County IHSS Public Authority	
CONTACT NAME:	
Tannya Munoz	
TELEPHONE:	FAX:
909-891-9103	909-891-9130
ADDRESS:	
784 E. Hospitality Lane San Bernardino CA 92415	
EMAIL ADDRESS:	
tannya.munoz@hss.sbcounty.gov	

Please address questions regarding this form to the Financial Management Unit, at (916) 653-1908.

Please complete the Rate Table below and attach supporting documentation explaining how each component of the rate was determined. The total Public Authority (PA) and Non-profit Consortium (NPC) rate should include a rate for services (wage and benefits), payroll taxes, and a rate for administrative costs. The total rate for wages and benefits should be broken down to include an hourly wage, payroll taxes, health and non-health benefits. The State is legally authorized to share only in the costs of individual health benefits and some specific non-health benefits for IHSS providers, however, other benefits costs may be eligible for Title XIX reimbursement.

- The current State Participation cap for combined wages and health benefits for all IHSS providers in the State is \$12.10 per hour. When minimum wage increases to \$12.00 per hour (January 1, 2019), pursuant to Labor Code section 1182.12 (b) (1) (C) and beyond in subsequent years, the cap will be adjusted to equal the State minimum wage plus \$1.10 per hour.
- The State will not participate in increases to wages or employment taxes, or increases or expansions of benefits negotiated or agreed to by a PA or NPC unless provided for in the Annual Budget Act or appropriated by statute.
- No increase in wages or benefits negotiated or agreed to by a PA or NPC shall take effect until it has been approved by the State (CDSS/CDHCS) or unless provided for in the Annual Budget Act or appropriated by statute.

RATE TABLE

Hourly Wage (locally negotiated)
Hourly Wage (non-locally negotiated)
Hourly Wage (by ordinance)
Wage Supplement (one-time MOE adj)
Wage Supplement (continued--no MOE adj.)
Wage Total (sum of lines 1-5)
Health Benefits (locally negotiated)
Health Benefits (non-locally negotiated)
Health Benefits Total (sum of lines 6-7)
Non-Health Benefits _____ (type)
Payroll Taxes (FUTA,SUI,FICA)
Administrative Rate
PA/NPC Rate Total
(sum of wages, health benefits, non-health benefits, taxes, admin)

	Current Rate	Requested Rate	Difference
1	\$0.00	\$0.00	\$0.00
2	\$13.00	\$13.00	\$0.00
3	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.25	\$0.25
5	\$0.25	\$0.25	\$0.00
	\$13.25	\$13.50	\$0.25
6	\$0.00	\$0.00	\$0.00
7	\$0.13	\$0.13	\$0.00
	\$0.13	\$0.13	\$0.00
9	\$0.00	\$0.00	\$0.00
10	\$1.18	\$1.20	\$0.02
11	\$0.06	\$0.13	\$0.07
	\$14.62	\$14.96	\$0.34

The State shall participate (65 percent of the non-federal share) in a cumulative total up to 10 percent of the sum of the combined total of wages or health benefits or both over a three-year period. **Check the box and sign and date on the line below if you are choosing to utilize the 10 percent increase over the three-year period option.**

☐ Authorizing Officer Signature _____

Date: _____

San Bernardino County IHSS PA Rate Worksheet

FY 20-21

Projected yearly hours

23,228,284

#	ITEM	BUDGET	SERVICES	ADMIN	Portion of RATE
	Provider Costs				
1	Wages = proj yearly hours @ \$13.50 per hr	\$ 313,581,834	\$ 313,581,834		\$ 13.50
2	Employer Taxes	\$ 27,908,783	\$ 27,908,783		\$ 1.20
3	Health Benefits @ \$0.13	\$ 3,019,677	\$ 3,019,677		\$ 0.13
	Total Provider Costs	\$ 344,510,294	\$ 344,510,294		\$ 14.83
4	Administrative Salary & Benefits:	\$ 2,028,397		\$ 2,028,397	\$ 0.09
	Total Admin. Salaries & Benefits	\$ 2,028,397		\$ 2,028,397	\$ 0.09
	Services and Supplies				
5	Equip Lease	\$ 5,520		\$ 5,520	\$ 0.00
6	Facility Lease	\$ 93,881		\$ 93,881	\$ 0.00
7	Dues & Subscriptions	\$ 18,928		\$ 18,928	\$ 0.00
8	Computers - Hardware & Software	\$ 49,296		\$ 49,296	\$ 0.00
9	Postage & Mailing	\$ 15,750		\$ 15,750	\$ 0.00
10	General Office Expense	\$ 568,552		\$ 568,552	\$ 0.02
11	Electronic Communications	\$ 27,827		\$ 27,827	\$ 0.00
12	Telephone Services	\$ 27,300		\$ 27,300	\$ 0.00
13	County Services	\$ 30,866		\$ 30,866	\$ 0.00
14	Reprographic Services	\$ 3,000		\$ 3,000	\$ 0.00
15	Temporary Services	\$ -		\$ -	\$ -
18	Training	\$ 13,000		\$ 13,000	\$ 0.00
19	Vehicle Services/Mileage	\$ 27,650		\$ 27,650	\$ 0.00
20	Travel	\$ 9,877		\$ 9,877	\$ 0.00
21	Prof and Special Services	\$ -		\$ -	\$ -
22	Advertising	\$ 368		\$ 368	\$ -
23	Insurance	\$ 70,000		\$ 70,000	\$ 0.00
24	Legal Services	\$ 9,500		\$ 9,500	\$ 0.00
				\$ -	\$ -
	After-hour/Emergency Provider Services			\$ -	\$ -
	Total Services & Supplies	\$ 971,314	\$ -	\$ 971,314	\$ 0.04
	TOTAL	\$ 347,510,005	\$ 344,510,294	\$ 2,999,711	\$ 14.97

Total hourly rate: The hourly rate is computed by adding total services costs and total administrative costs and dividing by the number of IHSS hours.

	Services Cost	Adm Costs	Total Hours	Total PA Hourly Rate
PA Rate	\$ 344,510,294 +	\$2,999,711 /	23,228,284 =	14.96
Services Rate = Services Cost Divided by Total Hours	\$ 344,510,294 +	- /	23,228,284 =	14.83
Admin Rate = Admin Cost Divided by Total Hours	- +	\$2,999,711 /	23,228,284 =	0.13

*Administrative Staff

Executive Director (1)
Administrative Supervisor II (1)
Supervising Social Worker (1)
Supervising Office Assistant (1)
Secretary (1)
Staff Analyst II (1)
Office Specialist (2)
Office Assistant II (13)
Office Assistant III (8)
Office Assistant IV (3)
Social Worker II (5)
Total Staff - (37)

**IHSS Public Authority of San Bernardino County
Budget/Rate Narrative**

Line Item	Description
1. IP Wages:	Represents <u>23,228,284</u> service hours at a wage of \$13.50 per hour.
Amount: \$313,581,834	Portion of rate: \$13.50
2. IP Employer Taxes:	Represents <u>1.20%</u> of total cost of <u>23,228,284</u> hours at \$13.50 per hour.
Amount: \$27,908,783	Portion of rate: \$1.20
3. IP Health Benefits:	Represents cost of provider health plan at \$0.13 for <u>23,228,284</u> service hours.
Amount: \$3,019,677	Portion of rate: \$0.13
4. Administrative Salary and Benefits:	Executive Director, Administrative Supervisor, Supervising Social Worker, Supervising Office Assistant, Secretary, Staff Analyst, Office Specialist (2 FTE), Office Assistant II (13 FTE), Office Assistant III (8 FTE), Office Assistant IV (3 FTE), and Social Worker II (5 FTE). Includes wages, pension, health and dental benefits.
Amount: \$2,028,397	Portion of rate: \$0.09
5. Equipment Lease:	Provides for lease of Konica copier and Wilco security equipment.
Amount: \$5,520	Portion of rate: \$0.00
6. Facility Lease:	Provides for lease of facilities for the PA's main office and office space for staff out-stationed in other facilities.
Amount: \$93,881	Portion of rate: \$0.00
7. Dues & Subscriptions:	Includes membership in professional associations.
Amount: \$18,928	Portion of rate: \$0.00
8. Computers – Hardware & Software:	includes computers, printers, software and other peripheral equipment.
Amount: \$49,296	Portion of rate: \$0.00
9. Postage & Mailing:	Postage provides for first-class & standard rate permits for health benefits related materials, including applications, open enrollment notifications, training notifications, and other misc. mailings. Mailing provides for fulfillment services for all mass mailing projects.
Amount: \$15,750	Portion of rate: \$0.00
10. General Office Expense:	Provides for equipment, repairs & maintenance, and regular ordering of necessary office supplies.
Amount: \$568,552	Portion of rate: \$0.02
11. Electronic Communications:	Provides for cell phones and other electronic devices for staff, as well as equipment maintenance.
Amount: \$27,827	Portion of rate: \$0.00
12. Telephone Services:	Provides for telephones, services and maintenance for the PA's main office and out-stationed staff.
Amount: \$27,300	Portion of rate: \$0.00

13. **County Services:** Provides for utilizing county infrastructure to obtain general services such as inter-office mail, warehouse, Auditor/Controller, central stores, IT support, fiscal support, etc.
- Amount: \$30,866 Portion of rate: \$0.00
14. **Reprographic Services:** Provides for printing PA newsletters, brochures, business envelopes, letterhead, business cards, & health benefits related materials
- Amount: \$3,000 Portion of rate: \$0.00
15. **Temporary Services:** Provides for temporary help when employee vacancies occur
- Amount: \$0 Portion of rate: \$0.0000
16. **Training:** Payment for PA staff to attend educational workshops and seminars, including fees and payment for training materials. Also provides for vendor to conduct CPR/First Aid training for care providers.
- Amount: \$13,000 Portion of rate: \$0.00
17. **Vehicle Services/Mileage:** Provides for the maintenance and fuel for one PA (1) vehicle and reimbursement of mileage claims from employees using their own vehicles during the course of business.
- Amount: \$27,650 Portion of rate: \$0.00
18. **Travel:** Provides for expenses of staff attending out-of-area meetings, conferences and includes transportation, lodging, and meals.
- Amount: \$9,877 Portion of rate: \$0.00
19. **Professional and Special Services:** Payment for conducting background checks of providers prior to inclusion on the registry. Also provides for labor relations services, translation of documents, and other professional services as needed.
- Amount: \$0 Portion of rate: \$0.0000
20. **Advertising:** Provides for advertising of open meetings, provider recruitment, etc.
- Amount: \$368 Portion of rate: < \$0.0001
21. **Insurance:** Includes auto, general liability, professional and other types of required insurance.
- Amount: \$70,000 Portion of rate: \$0.00
22. **Legal Services:** Provides for legal counsel as needed.
- Amount: \$9,500 Portion of rate: \$0.00
23. **Emergency Back-up Provider Services:** Provides for the operation of an emergency back-up provider services program.
- Amount: \$0 Portion of rate: < \$0.0001