



COMMUNITY COMPENSATION GUIDELINES

Live Question and Answer Sessions

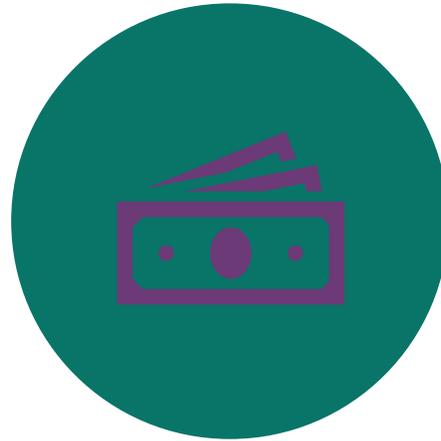
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AGENDA



**HOW TO FIND THE
GUIDELINES**



REVIEW GUIDELINES



**QUESTION AND
ANSWER**

ACCESSING THE GUIDELINES

Note: You must be connected to the internet

1. In the address bar type "equity.wa.gov" and press the enter key
2. Select "People" tab
3. Select "Community Compensation Guidelines" subheader





INTENT

“The legislature finds that equitable public policy discussions should include individuals directly impacted by that policy. In order to do so, the legislature supports **removing barriers** to that participation.

The legislature finds that asking community members with lower financial means to volunteer their time and expertise while state employees and representatives of advocacy organizations receive compensation from their respective agency or organization for their time and experience ultimately **hinders full and open public participation**.

As a result, the legislature finds that removing financial barriers for those individuals fosters increased access to government and enriches public policy discussions and decisions, ultimately leading to more **equitable and sustainable policy outcomes.**”

BEST PRACTICES

- Timely Payments
- Community Members are Experts
- How to identify community members to partner with
 - Community organizations as trusted messengers
- Communicating with Community Members
- Providing Community Members with Support
 - Onboarding Packets
- Accessibility
- Relational vs. Transactional/Extractive



[Compensation Best Practices | Office of Equity \(wa.gov\)](#)

[Accessibility | Office of Equity \(wa.gov\)](#)

[Relational Partnership Guide](#)



ELIGIBILITY

Eligible candidates for compensation or reimbursement must either have lived experience **OR** qualify as low-income, provided that the individuals are **not otherwise compensated** for their attendance at meetings.

[Legal Considerations](#)

[2023 Federal Poverty Guidelines](#)

DEFINITIONS

- **Lived Experience:** Direct personal experience in the subject matter being addressed by the board, commission, council, committee, or other similar group.
- **Low Income:** An individual whose income is not more than 400% of the federal poverty level, adjusted for family size.
- **Otherwise Compensated:** The workgroup member is already being paid for their time participating on the workgroup by another party.

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[Legal Considerations](#)

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ELIGIBLE ACTIVITIES

Per 2SSB 5793, eligible workgroup members may be paid for the following:

- Attending official meetings
 - Examples include full workgroup meetings, subgroup, task force, or subcommittee meetings, community feedback sessions, and travel time.
- Performing statutorily prescribed duties approved by the chair(s) of the workgroup
 - Examples include but reviewing and commenting on a plan, producing or reviewing written content such as research or reports, meeting preparation, traveling to and attending an outreach meeting, conference or training, and other one-time events.

RECOMMENDED STIPEND AMOUNTS: ONGOING PARTICIPATION

Up to and including one hour = \$45.00

More than one hour and equal to two hours = \$90.00

More than two hours and equal to three hours = \$135.00

More than three hours and equal to four hours = \$180.00

Anything over four hours = \$200.00



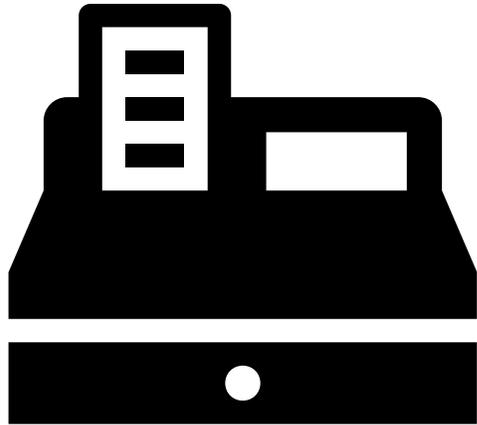
One-time events that are up to and including one hour = \$25.00

One-time events and activities that are up to four hours = \$100.00

One-time events and activities that are over four hours = \$200.00

RECOMMENDED STIPEND AMOUNTS: ONE-TIME EVENTS

The recommended compensation for one-time events is a flat rate



RECOMMENDATIONS FOR REIMBURSEMENT

- Childcare: up to \$25 per hour for the first child and up to \$50 per 24-hour cycle for each additional child
- Adult care: up to \$34 per hour for the first adult and up to \$50 per 24-hour cycle for each additional adult

Lodging, Meals and Mileage per diem rates

- Per diem rates are updated annually in October. The most current rates are available on [Office of Financial Management's website](#). These rates are updated in accordance with the [US General Services Administration](#).

PAYMENT OPTIONS

Payment Option	SWV Number Required	Bank Account Required	Mailing Address Required
State Warrant (Check)	X		X
Direct Deposit (ACH)	X	X	
Prepaid Card (like EBT)			X (to mail card)
Payment through a local bank account (like Imprest)			
Gift Card			
Third-Party Administrators			



BENEFIT IMPACT

Per [2SSB 5793 \(2\)\(e\)](#):

"As allowable by federal and state law, state agencies **will minimize, to the greatest extent possible**, the impact of stipends and reimbursements on public assistance eligibility and benefit amounts."

BENEFIT IMPACT

Program	Agency	Benefit Eligibility & Amount Impact Analysis
Public Housing	Dept. of Commerce (COM)	Payments excluded from income determination if temporary and sporadic (received/earned no more than 3 times per year) or nonrecurring
Consolidated Homeless Grant	COM	Payments excluded from income determination
Housing Choice Voucher	COM	Payments excluded from income determination if temporary and sporadic (received/earned no more than 3 times per year) or nonrecurring
Low Income Home Energy Assistance Program	COM	Payments excluded from eligibility determination
Project-Based Voucher/Public Housing	COM	Payments excluded from income determination if temporary and sporadic (received/earned no more than 3 times per year) or nonrecurring
Housing Trust Fund	COM	Payments excluded from income determination if temporary and sporadic (received/earned no more than 3 times per year) or nonrecurring
National Housing Trust Fund	COM	Payments excluded from income determination if temporary and sporadic (received/earned no more than 3 times per year) or nonrecurring
HOME- Home Investment Partnerships	COM	Payments excluded from income determination if temporary and sporadic (received/earned no more than 3 times per year) or nonrecurring

BENEFIT IMPACT CONTINUED

Program	Agency	Benefit Eligibility & Amount Impact Analysis
Affordable Connectivity Program	COM	<p>Gross income: ACP verifies income through looking at tax returns or pay stubs. If tax return used as verification- would only impact if more than \$600 received and 1099 generated. If pay stub used to verify, would be no issue.</p> <p>Categorical eligibility: automatically eligible if participate in any of the following programs: SNAP, Medicaid, WIC, SSI, Housing assistance, Veterans Pension and Survivors Benefit, Free and Reduced-Price School Lunch, Federal Pell Grant, Tribal Assistance. Visit the Do I Qualify page for more information.</p>
Community Services Block Grant (CSBG)	COM	Payments excluded from eligibility determination
Head Start	Dept. of Children, Youth & Families (DCYF)	Payments excluded from eligibility determination
Early Childhood Education & Assistance Program (ECEAP)	DCYF	Payments excluded from eligibility determination
Working Connections Child Care (WCCC)	DCYF	Payments excluded from eligibility determination
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	Department of Health (DOH)	Still under analysis - adjunctive eligibility - if member eligible for SNAP, TANF, or Medicaid would automatically qualify for WIC

BENEFIT IMPACT CONTINUED

Program	Agency	Benefit Eligibility & Amount Impact Analysis
SNAP/FAP (Food Assistance Program)	Dept. of Social & Health Services (DSHS)/Community Services Division (CSD)	Payments included - Federal waiver requested
TANF	DSHS/CSD	Payments excluded from income determination
Aged, Blind, or Disabled (ABD) cash assistance	DSHS/CSD	Payments excluded from income determination
Tribal TANF	DSHS/CSD	Currently under analysis
Child Support	DSHS/Division of Child Support (DCS)	Payments excluded from income withholding
Refugee Cash	DSHS/CSD	Payments excluded from income determination
Medical Assistance	DSHS/CSD	Payments excluded from income determination
Veterans' nonservice-connect pension or survivors' pension	Dept. of Veterans' Affairs (DVA)	Income included - DVA to request change with federal VA.
Unemployment	Employment Security Department (ESD)	Payments excluded from income determination
Paid Family Medical Leave	ESD	Payments excluded from income determination

BENEFIT IMPACT CONTINUED

Program	Agency	Benefit Eligibility & Amount Impact Analysis
MAGI-Medical	Health Care Authority (HCA)	Payments excluded from eligibility determination
Non-MAGI Medical	HCA	Payments excluded from eligibility determination
Free/Reduced Lunch	Office of Superintendent of Public Instruction (OSPI)	Payments excluded from eligibility determination
Supplemental Security Income (SSI)	Social Security Administration (SSA)	SSA provided a decision that these payments must be reported but is excluded from income for SSI purposes
Social Security or Social Security Disability Insurance (SSDI)	SSA	No impact - assistance not based on need

Note: If you know a public assistance program that is not included on this list, please email Megan.Matthews@equity.wa.gov

AGENCY REPORTING

“An agency exercising its authority to provide stipends under RCW 43.03.220(2) must report to the Washington state office of equity by August 30, 2023 and August 30, 2024, for state fiscal years 2023 and 2024 respectively...”

- [Agency Reporting Form](#)
- [Class One Volunteer Demographic & Geographic Information Form](#)



EXAMPLES AND TEMPLATES

Visit our website to access the following templates:

- [Link to Agency Reporting Form](#)- (to be submitted after completion of EACH workgroup or by June 30 of each year for ongoing workgroups to meet the agency mandate)
- [Link to Demographic/Geographic Survey Form](#)- (send to each community member who received a stipend or reimbursement and ask them to complete to meet the agency mandate)
- [Class One Volunteer Application Form Template](#)
- [Volunteer Acknowledgment Form Template](#)
- [Technology Check Out Form](#)
- [Payment Request Form Template](#)
- [Class One Volunteer Demographic/Geographic Survey Template](#) (for community members who are unable to complete the electronic form or as an example for agencies who wish to collect the demographic/geographic data themselves and report to the Office of Equity)

RESOURCES

- [Community Compensation Guidelines | Office of Equity \(wa.gov\)](#)
- [5793-S2.SL.pdf \(wa.gov\)](#)
- [RCW 43.03.220: Compensation of members of part-time boards and commissions— Class one groups. \(wa.gov\)](#)
- [The Self-Sufficiency Standard](#)
- [UW Self-Sufficiency Calculator](#)
- [Self-Sufficiency Standard for Washington State 2020](#)
- [Accessible links and website for the blind](#)
- [Making temporary events accessible](#)
- [Create Accessible Meetings | Section508.gov](#)
- [Create Accessible Digital Products | Section508.gov](#)
- [Accessibility Training | Section508.gov](#)
- [Disability Inclusion Network – Inclusive Virtual Meeting Guide](#)
- [Web Accessibility Font Contrast Checker](#)

SPECIAL THANKS

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QUESTION AND ANSWER

THANK YOU FOR ATTENDING!!



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