



# Community Compensation Guidelines

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## Why community compensation?

Centering health equity in our work here at DOH is a top agency priority and a key component of the [DOH Transformational Plan](#) with its focus on [Equity, Innovation, and Engagement \(EIE\)](#). The wisdom and lived experience of community members are integral to our understanding and development of strategies to protect and improve the health of all people in Washington. Ensuring our work is informed by working closely with community members helps to ensure DOH’s impact is positive and relevant to those experiencing the greatest health inequities in Washington.

As we rely more and more on communities facing the greatest health inequities for their representation and lived experience, failing to compensate them for their time and expertise only reinforces the systemic inequities we are working to dismantle. Communities facing the greatest health inequities include structurally marginalized communities such as people who are low-income; Black, Indigenous, and people of color; people with disabilities; immigrants and refugees; LGBTQ+ community; people with criminal legal system involvement; people unhoused; and agricultural workers.

To that end, it is a best practice to compensate community members for the time they provide to DOH when participating on commissions, councils, committees, and other stakeholder groups that DOH establishes. Compensating community members shows respect and honors their time and expertise and ensures that our efforts are meaningful to the communities who are being served. It also makes it easier to encourage participation from people who have been most impacted by health inequities to engage with DOH.

## What engagement opportunities are eligible for providing compensation?

### General

Engagement opportunities eligible for providing compensation vary depending on business needs. The roles community members may hold include, but are not limited to, participation in the hiring process, time-limited and ongoing advisory or leadership board service, significant one-time or series of community meetings, work group activities, and other work capacities necessary to advance the DOH mission of equity. DOH program and project leads are entrusted to approve whether participation in a certain activity, group, or meeting aligns with agency policy.

## Class one groups (RCW 43.03.220)

In certain cases, an engagement opportunity may be classified as a class one group and is subject to certain statutory requirements to provide compensation. Per [RCW 43.03.220](#), a class one group is defined as “any part-time board, commission, council, committee, or other similar group which is established by the executive, legislative, or judicial branch to participate in state government and which functions primarily in an advisory, coordinating, or planning capacity shall be identified as a class one group.” This RCW was amended as part of a new law that retroactively designates any existing groups as a class one group. Unless otherwise identified in law, all newly formed and existing groups are a class one group. DOH groups classified as class one groups are subject to compliance with RCW 43.03.220.

There are four other kinds of groups designated in Washington law. Generally, programs in DOH already know if their group is categorized as [class two](#), [class three](#), [class four](#), or [class five](#) as these designations are made by the legislature. If you're not sure, please read the relevant RCW links. If you still have questions, please contact policy staff in your division/executive office for assistance.

## Who is eligible?

### General

DOH program and project leads are expected and entrusted to determine eligibility, identify appropriate amounts, and ensure compliance with DOH policy and state law.

Community members are ineligible for compensation or reimbursement in the following cases:

- The individual is not representing themselves but participating on behalf of their employer or organization, so as a result they are already being paid for their time by their employer or through an organization that is currently subcontracted with DOH.

For those who are eligible, program and project leads should strive to bring a wide variety of perspectives and individuals of diverse backgrounds whenever possible in their outreach process. Programs should determine ways they can incorporate within their selection criteria that community members who are not already participating in other DOH workgroups are encouraged to participate to ensure a wide range of community perspectives ultimately inform DOH decision-making.

To support this, it is strongly recommended that DOH Programs enlist community members who, at most, are only participating in one other DOH workgroup to ensure no community member is participating in more than two DOH workgroups at a time.

### Youth Participants and Students

People under the age of 18 are eligible to receive compensation at the same rates as adult workgroup members for their participation, provided existing statewide labor laws regarding minors are followed.

College applicants and students should be aware that any compensation received for workgroup participation should be disclosed as a part of yearly earnings in any financial aid applications such as FAFSA, Pell grants, etc.

For additional guidance on youth volunteers, including recommendations on hours of participation to not cause interference with a youth's educational activities, please see the Legal Considerations section of the [WA Office of Equity \(OEO\) Community Compensation Guidelines](#).

## Non-US Citizens

Paying stipends and reimbursements to those who are not US Citizens is possible depending on the circumstances of the individual. For more specific guidance with review from the Attorney General's Office, including whether a stipend is a public charge, please see the Legal Considerations section of the [WA Office of Equity \(OOE\) Community Compensation Guidelines](#).

## Class one groups (RCW 43.03.220)

Per [RCW 43.03.220](#), members of class one groups can only receive payment if they meet certain criteria. To be eligible, an individual participating in a class one group must be low-income at [400% or less of the federal poverty level](#) **OR** have lived experience relevant to the business of the class one group. Per statute, lived experience is defined as direct personal experience in the subject matter.

Please note, academic, professional, or second-hand knowledge of the subject matter, while valuable, may not be considered "lived experience." Additionally, if a community member is eligible based on lived experience, they do not need to also meet income eligibility requirements.

For additional guidance on how to assess lived experience, please review the following [guidance](#) from the WA Office of Equity.

## What are the options for compensation?

For any type of engagement opportunity, programs must decide and offer to community members different options on how they would like to receive payment. It is strongly recommended that programs offer community members different options to ensure they can select the option most equitable to them. Each option has equity considerations programs can communicate to community members to ensure they understand what is needed to process payment. It is also important for programs to understand what information is needed from the individual to abide by federal tax requirements.

Options include but are not limited to direct deposit/electronic bank deposit, paper check by mail, store or prepaid gift cards by mail, and electronic store or pre-paid gift cards by email.

## DOH Compensation Options

DOH has processes in place to provide payment and reimbursement to community members, including cash and gift card stipends and compensating for travel.

To simplify what is available to programs, OFS has created the following documents to help you decide which option(s) will work for your program and your community member. Regardless of choice, reaching out early to OFS to begin planning is strongly recommended. Please let OFS know you are reaching out for community compensation to allow for more timely processing where possible.

- [Simplified menu](#) of options that includes contact information for who you can reach out to.
- [Detailed menu](#) of options that provides you a better idea of what steps you will need to take for each option. This information is detailed in the following sections.
- Other options may become available through a third-party administrator, such as the use of Imprest accounts. Please contact OFS on which options best meet your needs.

Equity Considerations by Payment Method

	A19 Payment Process		Gift Cards		Prepaid Card
	Direct deposit	Paper check	*Physical gift cards	*Electronic gift cards	*Physical US Bank card (via third party administrator, fees may apply)
This option is accessible only if community members have...	<ul style="list-style-type: none"> <li>• bank account</li> <li>• Social security number (SSN), statewide vendor number, or Individual Taxpayer Identification Number (ITIN)</li> </ul>	<ul style="list-style-type: none"> <li>• mailing address</li> <li>• SSN or statewide vendor number</li> <li>• ability to wait for payment economically (up to 8 weeks)</li> </ul>	<ul style="list-style-type: none"> <li>• Mailing address</li> <li>• Ability to wait for payment economically (processing time up to 8 weeks)</li> </ul>	<ul style="list-style-type: none"> <li>• Email address</li> <li>• Costs that can be paid with e-cards</li> </ul>	<ul style="list-style-type: none"> <li>• mailing address</li> <li>• ability to wait for payment economically (processing time up to 8 weeks)</li> </ul>
This option is not accessible to...	<ul style="list-style-type: none"> <li>• people without a bank account</li> <li>• people not willing to share their SSN</li> <li>• people who are undocumented and do not have an Individual Taxpayer Identification Number (ITIN)</li> </ul>	<ul style="list-style-type: none"> <li>• people who are unhoused or experiencing housing instability</li> <li>• People not willing to share their SSN</li> <li>• People experiencing poverty</li> <li>• people who are undocumented and do not have an Individual Taxpayer Identification Number (ITIN)</li> </ul>	<ul style="list-style-type: none"> <li>• people who are unhoused or experiencing housing instability</li> <li>• People experiencing poverty (e.g. not able to wait economically)</li> </ul>	<ul style="list-style-type: none"> <li>• People with limited to no internet access</li> <li>• People who need gas money or have other costs not payable with e-cards</li> </ul>	<ul style="list-style-type: none"> <li>• people who are unhoused or experiencing housing instability</li> <li>• People experiencing poverty (e.g. not able to wait economically)</li> </ul>

This option requires individual to provide SSN to process payment:	Yes – monetary payment by direct deposit or check requires SSN, statewide vendor number, or Individual Taxpayer Identification Number (ITIN)	Yes – monetary payment by direct deposit or check requires SSN, statewide vendor number, or Individual Taxpayer Identification Number (ITIN)	*Only if the individual receives a total of \$600 or more, SSN, statewide vendor number, or Individual Taxpayer Identification Number (ITIN) is required	*Only if the individual receives a total of \$600 or more, SSN, statewide vendor number, or Individual Taxpayer Identification Number (ITIN) is required	*Only if the individual receives a total of \$600 or more, SSN, statewide vendor number, or Individual Taxpayer Identification Number (ITIN) is required
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\*Regardless of the payment method, OFS will need to fill out a 1099-MISC if an individual receives a total of \$600 or more in compensation. For additional guidance on what programs must plan for, please review the [What are the tax & public assistance eligibility considerations?](#) section of these DOH Guidelines. Additional requirements may need to be considered for individuals who have tax-exempt status, such as Tribal members.

*Agency bank account outside the treasury*

Given the goal to allow flexible options that equitably meet the needs of the community, and guided by the [WA Office of Equity Community Compensation Guidelines](#), DOH is exploring an *agency bank account outside the treasury (Imprest Account)* through a Third-Party Administrator with approval from OFM. If possible, DOH will fund and replenish this account and would not require use of a statewide vendor number. DOH or Third-Party Administrator would be responsible for all fees associated with account and products purchased.

This type of account would facilitate:

- Issuing checks directly from the account
- Utilizing US Bank’s Automated Clearing House (ACH) Origination product to issue direct deposit without creating and transmitting a file
- Funding prepaid cards directly through the Admin Portal (requires EFS and OFM approval)
- Access to new same-day payment products such as Real-time payments, Zelle, Cash App, PayPal or Venmo

*Statewide vendor number*

Any community member can set up a statewide vendor number. Individuals must provide a Social Security Number (SSN) and complete paperwork to receive a statewide vendor number. The process to receive a statewide vendor number is managed by the [Office of Financial Management \(OFM\)](#) and can be viewed [here](#).

For community members who would like to create a statewide vendor number, programs should consider helping them complete necessary paperwork. For those interested in direct deposit and setting up a statewide vendor number for the first time, the first payment is processed through a check delivered by mail.

Additionally, DOH programs can avoid asking for or holding sensitive data such as SSNs if a community

member uses a statewide vendor number. This is because community members would be sharing their SSN directly with OFM where this sensitive data can be securely stored. In this instance, any federal tax requirements DOH must meet can be met by only using the statewide vendor number without the need for DOH to store sensitive personal information such as SSNs.

This section will be updated when OFM updates its statewide vendor number process after feedback from state agencies and community partners on the barriers of a wet signature and lack of paperwork in languages other than English.

### *Gift cards*

Physical and electronic gift cards are available to disburse stipends to community members. Please consider the vendors you select and provide options for community to allow for the selection that they prefer (e.g. Safeway, Target, etc.). Please note, OFS is not able to process gift cards that require admin fees. If interested, this option can be possible if you are working with a Third-Party Administrator.

Due to the procurement process, programs are recommended to reach out to OFS to begin planning for gift card disbursement as early as possible in your planning process. This will minimize the amount of time between when a community member completes an activity (e.g. attends a meeting, completes a survey, etc.) and when they receive the gift card, which in the most delayed cases can take up to 8 weeks.

Relatedly, if a program is able to anticipate the exact amount needed for each gift card ahead of time, programs can begin the procurement process earlier to allow for gift cards to be available at the conclusion of the activity (i.e. disbursing a gift card to the community member immediately following the end of a meeting).

### DOH and Third-Party Administrators

DOH is exploring ways a Third-Party Administrator can offer community compensation in partnership with OFS and programs. If DOH proceeds, contract oversight will be managed by OFS with the support of program or office who plan to offer community compensation. OFS will provide contract management, but program and office will be integral in providing OFS the subject-matter support since they will have the knowledge regarding community compensation efforts, goals, and meetings. Both areas will meet to discuss roles and responsibilities in how to successfully work with a Third-Party Administrator. Programs and offices will be responsible for allocating and providing funds to OFS to carry out community compensation through any vendors. This section will be updated as new information becomes available.

If compensation is distributed via a Third-Party Administrator, it is the responsibility of the Third-Party Administrator to issue the 1099-MISC form, maintain any records of payment, and be responsible for any fees that may occur through payment options such as Imprest accounts or prepaid US Bank cards. Please ensure your third-party administrator understands and can complete this responsibility for DOH to remain in compliance with federal tax requirements. This responsibility should be written into the contract with the third-party vendor.

### How much can programs pay and reimburse?

Depending on the engagement opportunity, whether it is one-time or recurring, and whether a class one group is involved, different rates and caps apply.

Justification

The [WA Office of Equity \(OOE\) Community Compensation Guidelines](#) is required for implementation by state agencies. Within the guidelines, OOE states community members be paid a living wage when being compensated. Using data on the most expensive county in the State of Washington (King County – East) for a family of 3 determined by the University of Washington [Self-Sufficiency Standard](#), which calculates the cost of living across the state, OOE guidelines state the hourly rate for community compensation be set at \$45/hour. The OOE will update this guidance when the University of Washington’s Self-Sufficiency Standard releases its update with the most recent data as part of its regular update every three years.

Engagement Opportunities and Rates

To create a uniform and equitable DOH policy on compensation, all engagement opportunities will be set at \$45 per hour, unless otherwise stated.

For additional guidance on how to calculate ongoing hourly compensation and one-time event compensation, please review the section from OOE on [Mechanics for Stipends & Reimbursement](#).

If you plan to issue stipends to an eligible community member participating in class one group activities, compensation may not exceed \$200 per day (RCW 43.03.20). If you are unsure of whether your engagement opportunity is subject to this statute, please contact the relevant policy team within your division/executive office.

**Table 1. Rates and expectations by community member role**

Community Member Role	Description	Rates	Expectations, commitment & accountability
<b>Class One Groups (RCW 43.03.220)</b>			
<b>Workgroup member</b>  <b>Stakeholder group participant</b>  <b>Coalition member</b>	Active member participating in Workgroup activities	\$45 min/hour and \$200 max/day (WA State Office of Equity standard)	<b>Commitment:</b> Informal.  Role is ongoing, short-medium term projects.  <b>Accountability:</b> Participation expected but not required.
<b>Board or commission member</b>  <b>Council member</b>  <b>Committee member</b>  <b>Advisory Group member</b>  <b>Thought Partner</b>	Provide expert planning and development guidance and insight on DOH decision making and planning processes, project, programs, policies	\$45* min/hour and \$200 max/day  *DOH recommends that formal commitments be coupled with a rate higher than the minimum. Example: Community Collaborative Thought Partners receive \$100/hour.	<b>Commitment:</b> Formal.  Role is ongoing and a consistently high level of participation is expected for the duration of the project.  <b>Accountability:</b> Participation expected once commitment is made.



<b>Non-Class One Groups</b>			
<b>One-time engagement activities (e.g., surveys, interviews, written feedback requests, focus group participant) or usability tester</b>	Participate in a focus group, key informant interview, community conversation, or other audience testing effort.  Usability testing	\$25 for up to 1 hour  \$100 for up to 4 hours  \$200 for over 4 hours  The WA State Office of Equity recommends a flat fee for one-time, low-barrier engagement opportunities.	<b>Commitment:</b> Informal.  Role is likely a one-time event.  <b>Accountability:</b> Participation expected but not required.
<b>Hiring Committee Member</b>	Participating and providing community perspective on a DOH interview panel	\$50/hour and \$300 max/day	<b>Commitment:</b> Formal.  Role is short-term  <b>Accountability:</b> Participation expected once commitment is made.
<b>Honorarium for speaker and/or trainer, (i.e., HED Talks Speaker)</b>	Plan, develop, and present on a specific area of knowledge to DOH and other public health audiences, facilitate and respond to audience questions with a high level of competency (e.g. Health Equity & Diversity – HED Talks)	\$500/event	<b>Commitment:</b> Formal.  Role is likely a one-time event.  <b>Accountability:</b> Participation expected once commitment is made.
<b>Facilitator</b>	Active planning AND facilitation of a small group discussion, community feedback session, workgroup, or large space	\$75/hour	<b>Commitment:</b> Formal.  Role can be one time or ongoing.  <b>Accountability:</b> Participation expected once commitment is made.

<b>Consultant</b>	Active participation in state-led and state- initiated community involvement opportunities to inform agency projects, hiring decisions, and contracting decisions.	\$75/hour	<b>Commitment:</b> Formal.  Role can be one time or ongoing.  <b>Accountability:</b> Participation expected once commitment is made.
<b>Panelist</b>	Guest Speaker for a panel presentation, include compensation for prep time (if applicable)	\$100/hour	<b>Commitment:</b>  Formal. Role is likely one time.  <b>Accountability:</b> Participation expected once commitment is made.
<b>Other</b>	For any other formal role not listed here	\$45/hour	<b>Commitment:</b> Formal.  <b>Accountability:</b> Participation expected once commitment is made.

### Equity considerations

A goal of community compensation is to support relationship building between community and the agency as well as respect the time and effort of community members give to inform DOH efforts. Programs are strongly recommended to prioritize agency values by putting relationships first with community partners, using resources such as the [DOH Community Engagement Guide](#), and practicing [relational partnership building](#). This means being willing to adjust based on varying circumstances when needed to support relationship building.

For panelists and other formal speaking roles, it is encouraged that event organizers plan to provide compensation. Consideration should also be given based on the expectation of compensation from panelists or speakers per the unique relationship, and/or whether individuals are participating as part of class one or non-class one group activities; Class one group participants have specific requirements to be compensation eligible.

Unless otherwise stated, programs may also consider rates greater than \$45/hour for engagement opportunities where consistent attendance is expected when more formal commitments are made. Program and project leads can provide a rate greater than \$45/hour at their discretion.

Additionally, program and project leads can and are encouraged to adjust their rates specifically for

those receiving public assistance benefits if requested by the community member to prevent any adverse effect on their eligibility amount and benefits. For more specific guidance, please see section [What are the tax & public assistance eligibility considerations?](#)

As an equity best practice, it is strongly recommended any preparatory work by the community member - includes but is not limited to preparing slides/presentation material, talking points, check-in/debriefs, readings, surveys, and participating in other work requested by DOH in between meetings – also be considered for compensation and reimbursement similar to any official meeting, per the [DOH Community Engagement Guide](#).

### Reasonable Allowances

Any financial reimbursements for travel, lodging, mileage, and dependent care (e.g., child and adult care) are considered reasonable allowances. These rates are [defined by OFM](#). These allowances should not be confused with stipend payments, which are compensation offered in exchange for a workgroup member's time and efforts, as opposed to compensation to cover practical costs incurred in the course of work that require reimbursement.

## What type of commitment and accountability is needed?

For each engagement opportunity, and to ensure compliance with DOH policy and agency best practices, programs are to clearly define expectations for the community member to understand the commitment and expectation to receive any compensation and reimbursements.

For engagement opportunities that are ongoing, it is best practice to define the level of participation expected of community members to receive compensation. Program and project leads define the related activities and amounts required to receive full or partial stipends depending on the needs of their project.

### Formal Commitments

To receive a full stipend, a community member who makes a formal commitment to a body is required to participate in agreed upon activities, such as:

- Attending scheduled meetings
- Engaging in any requested activities where the community makes a commitment to participate (e.g., co-lead, facilitate and support meetings; determine session goals and outcomes; provide insight during feedback opportunities.)
- Completing preparatory work and related activities for community members to properly prepare for official events (i.e., doing necessary work in between meetings, etc.).

To receive a partial stipend (if applicable), a community member who makes a formal commitment to body can complete only *some* activities, such as:

- Attending *at least 60 percent* of all scheduled meetings
- Engage in most or some activities as time and capacity permits

Formal commitments may also entail a time commitment from a community member and agreement to participate in any activities for an extended period (e.g., a 6-month or 12-month term). In these cases, program and project leads must provide information detailing the expected workload and time commitment from each person to allow the community member to make an informed decision.

## Informal Commitments

In other informal engagement opportunities, a community member may receive a stipend only for activities they participate in without a time commitment. Program or project leads may not require accountability from each community member to participate in *all* activities over an extended period. In these cases, attendance may be expected given an informal commitment was made, but not required if a community member is not able to participate. Community members may only receive a stipend if they have participated in requested and agreed-upon activities.

## What kind of tracking and reporting is required?

All DOH programs that provide some type of compensation or reimbursement to community members must track and report their community compensation-related activities for the purposes of managing budgets and stipend amounts, community member participation, gift card tracking (if applicable), and meeting federal tax and state statutory requirements. If a DOH program is going through a Third-Party Administrator, they will also work with them and OFS to ensure compliance of all reporting requirements.

To assist DOH programs with their own tracking of community compensation and to meet statewide reporting requirements for SFY 23 and 24 (per [RCW 43.03.2705](#)), DOH will launch an internal-only online dashboard in Spring/Summer 2023 for DOH programs to report on their community compensation disbursements. This dashboard will also allow programs to track their own compensation, total disbursement amounts, and whether community members are participating in other workgroups at DOH. The intent is to create a resource that can minimize the need for programs managing their own spreadsheets.

**This section will be updated as new details are available and once the dashboard is launched.**

## Rationale for Data Collection

The purpose of collecting data on community compensation agency wide is to support equitable budgeting and planning decisions related to DOH community engagement. Additionally, statutory requirements require data collection by each state agency related to community compensation as part of class one groups and reporting to the WA State Office of Equity (OOE). Per [RCW 43.03.2705](#), OOE will analyze reported data from state agencies and prepare a report to the governor and legislature by December 1, 2024, for community compensation and engagement practices to assessed enterprise-wide.

As part of this statutory requirement to collect data related to community compensation as part of class one groups, DOH will also collect data related to non-class one group activities where community members share their time and experience to inform DOH efforts. Although not a statutory requirement, collecting community compensation data for any type of community compensation at DOH will assist the learning and planned necessary to assess DOH's current needs and expenditures related to community compensation and community engagement.

Together, this collection of data will assist DOH, OOE, and the State of Washington equitably budget and plan for meaningful community engagement as part of statewide equity goals.

## DOH Statutory Requirements (RCW 43.03.2705)

Per [RCW 43.03.2705](#), DOH, and all other state agencies, are required to report data to WA State Office of Equity (OOE) related to community compensation for those eligible as class one group

participants and who receive payments or reasonable allowances (e.g. reimbursement for travel, lodging, mileage, and dependent care).

Program and project leads must report both demographic and financial information to the DOH community compensation reporting system in addition to basic information regarding their community engagement project.

*Demographic information*

Community members are not required to share information they prefer not to share yet programs are required to request demographic information on a voluntary basis as part of their process for processing disbursements of a stipend or reimbursement.

To maximize anonymity, programs must request voluntary demographic information *separately* from requests asking for personal identifiable information, such as name, address, phone number, etc.

The WA Office of Equity (OOE) lists the following demographic categories as part of its anonymous reporting mandate for community compensation:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Class One: Demographic &amp; Geographic Information – VOLUNTARY, ANONYMOUS,</b></p> <ul style="list-style-type: none"><li>Agency name</li><li>Workgroup Name</li><li>Fiscal Year 22 or 23</li><li>Race</li><li>Ethnicity</li><li>Tribal Identity (e.g., Tribal Citizen, Urban Indian, or neither)</li><li>Sexual Identity</li><li>Gender Identity</li><li>Disability (e.g., Yes or No)</li><li>Citizenship status (e.g., U.S. Citizen, Non-U.S. Citizen, Naturalized U.S. Citizen)</li><li>U.S. Military Service Status</li><li>Generation (e.g., millennial, Gen X, etc.)</li><li>Housing Status (e.g. unstably housed, unsheltered, stably housed, etc.)</li><li>County of Residence</li><li>Community type (e.g., urban, suburban, rural)</li><li>Income range</li></ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The following language can be used by DOH programs as standard language to include along with any request for demographics:

Per [RCW 43.03.2705](#), DOH is required to gather demographic information from those community members who receive compensation from DOH as part of [Second Substitute Senate Bill 5793](#) requiring agencies to report the demographic and geographic information of community members who receive stipends. The following questions are entirely voluntary, anonymous, and will not have any effect on your ability to receive compensation from DOH now or at any point in the future. Responses will be used only to assist DOH, the WA Office of Equity, and Washington Legislature in assessing how compensation is helping community members participate in state workgroups and our state’s ability to engage community members with relevant lived experience to protect and improve the health of all people in Washington. Please consider responding to the following demographic questions.

### *Financial information*

DOH programs will provide the total number of stipends (e.g., x number of stipends were issued) as well as total dollar amount of all stipends combined for state fiscal years 2023 (July 1, 2022 – June 30, 2023) and 2024 (July 1, 2023 – June 30, 2024). The same will be requested for any allowances provided to increase accessibility of DOH activities by community members, such as dependent care (i.e., child and adult care), lodging, and any travel reimbursements.

### *Equity Analysis*

Per table 2, state agencies are required to provide their own analysis to OOE on whether and how the availability of stipends and allowances may or may not have reduced barriers for community members to participate, increased diversity of participation, and/or increased interest and willingness from community members to participate.

The Center for Community Relations and Equity (CRE) within OPAE will conduct this analysis on behalf of the agency based on information provided by programs as part of the reporting DOH programs will complete. Programs are only expected to respond to questions and answer them based on their experiences. The three questions programs will be asked to respond to are:

- Do you feel the availability of stipends reduced barriers for community members to participate?
- Do you feel the availability of stipends increased diversity of group participants?
- Do you feel the availability of stipends resulted in more applications and willingness to participate?

**Table 2. Data and reporting requirements from [RCW 43.03.2705](#)**

<p><i>An agency exercising its authority to provide stipends under RCW 43.03.220 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, the following information:</i></p>
<ul style="list-style-type: none"><li>• <i>A brief description of the groups for which stipends have been made available including:<ul style="list-style-type: none"><li>○ <i>Number of members receiving a stipend or allowance.</i></li><li>○ <i>Aggregate demographic information of members of class one groups including race, ethnicity, income, and geographic representation by county*</i></li></ul></i></li><li>• <i>The amount of stipends distributed.</i></li><li>• <i>The amount of allowances distributed.</i></li><li>• <i>An analysis of whether and how the availability of stipends and allowances has reduced barriers to participation and increased the diversity of group participants.</i></li><li>• <i>An analysis of whether the provision of stipends and allowances resulted in more applications and willingness to participate.</i></li></ul>

### How will reported data be used and protected?

Data related to class one groups will be reported to the OOE as part of reports all state agencies must submit for SFY 23 and SFY 24 with reports due August 30, 2023, and August 30, 2024. In accordance with DOH policy regarding data stewardship and privacy, appropriate measures will be taken to ensure no personally identifiable information of community members is reported. When reporting to OOE, demographic data will be aggregated, and financial data will be presented agency-wide rather than to specific programs or projects.

Data related to non-class one group compensation will be centralized alongside class one group data within the DOH community compensation reporting system for internal planning purposes only. Only DOH staff with specific permissions will be able to access system data and only specific data elements will be visible for certain staff depending on approved permissions relating to the purposes of their work.

Offices and programs are reminded to consult with their respective public records officers or assigned Assistant Attorneys General (AAGs) to consider any public records issues that may arise related to the workgroup. DOH shall comply with all existing public records retention requirements in the course of compensating workgroup members. Workgroup members should be aware that in the course of their work with state agencies, written documents including digital files, emails, payments, reimbursement requests, etc. May be subject to the Public Records Act (PRA) and should consult with the agency's public records officer for more information.

## What are the tax & public assistance eligibility considerations?

As a state agency and as part of equitable community engagement, we are required to proactively and transparently communicate how compensation received by a community member may impact their tax obligations and/or public assistance program eligibility. Depending on the compensation type and amount received, community members will have different steps to take regarding tax considerations and income-based eligibility requirements for any public assistance programs they are participating in.

### Tax Requirements

If a workgroup member earns \$600 or more in compensation (not reimbursements) from DOH in a calendar year, the Internal Revenue Service (IRS) requires a 1099-MISC form to be completed by DOH or third party vendor for any year the person receiving payment has been paid more than \$600. This is not per DOH project, group, or program nor is it from a single stipend, but \$600 cumulatively by any DOH program in a calendar year. You do not need to be aware of compensation received by the individual from other state agencies. This \$600 or tax requirement is applied only *per agency*.

The person receiving payment of \$600 or more in a calendar year must complete a W-9 to provide accurate tax information to DOH. This is required only once by the community member and anytime their tax information changes. Alternatively, if the person has chosen to set-up and use a statewide vendor number to receive payment, DOH does not need to ask the community member to complete a W-9 as their tax information has already been collected and is being stored securely by OFM. In this instance, DOH can meet federal tax requirements with only a statewide number.

Because of this, programs may need to track what they have issued to participants using an SSN, statewide vendor number, or Individual Taxpayer Identification Number (ITIN). To understand equity considerations with SSNs, please review Equity Considerations by Payment Method of these DOH Guidelines.

### Public Assistance Program Eligibility

DOH program and project leads must minimize, to the greatest extent possible, impacts of receiving compensation and reimbursements on public assistance eligibility and benefit amounts for community members.

Within its guidelines for state agencies, the WA Office of Equity (OOE) states: Federal and state income-based programs such as those that aid with housing, health care, and money for food and other living expenses typically require reporting of any earnings by the recipient of said assistance. Many people are enrolled in more than one of these programs. State agencies which plan to compensate people must consider how this may affect each of the assistance programs from which workgroup members receive assistance. Stipends and gift cards may also be considered income and could impact these benefits programs.

To assist in determining what impact, if any, compensation, and reimbursements provided by a state agency may have, the OOE maintains a comprehensive chart of all public assistance programs and whether eligibility and benefit amounts are impacted.

Please review the chart - Benefits Eligibility & Amounts Impacted – on the OOE website by clicking [here](#). This chart will be regularly updated to ensure accuracy. If additional assistance is needed for the community to assess the impact of any compensation on their benefits edibility or amounts, it is that DOH staff recommend to community members contact the relevant agency of the public assistance programs for benefits counseling.

## How do I budget and fund community compensation?

Appropriately compensating community members is critical to ensuring that the agency is community-informed in its internal and external practices – a necessary component to invest in our values of Equity, Innovation, and Engagement (EIE). Please contact your division leadership to explore additional funding sources and budgeting support as appropriate.

### Available Funding

The state has a limited amount of money available for the community compensation, managed by the Office of Financial Management. All requests will be funded, starting with the smallest agencies (by total budget) first until the entire \$250,000 is distributed. [More information on how to apply for that funding is available on the Office of Equity website.](#)

The legislature did not provide dedicated funding to cover the expense of compensating community members. If you would like to use federal funding, please check with the awarding agency to ensure it’s allowable under the grant. Programs will need to otherwise use existing program funding to provide compensation.

### Budgeting & Planning

It is strongly recommended that programs engage in early planning and development of any project budget to allocate funding for community compensation based on the specific needs of the project. If funding is unclear or your primary funding source is prohibitive, the DOH program and project lead can explore strategies for funding with their divisions and executive offices. See Table 3 to assist in budget planning for community compensation as well as other costs for equitable community engagement.

**Table 3. Minimum cost assumptions for equitable community engagement.**

Expense Type	Justification	Calculation Assumptions	Calculation Formula
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Participant Compensation	For community members giving their time and expertise	Based on formal and informal commitments made by community member, and type of community member role.  See Table 1 in How much can programs pay and reimburse? of these DOH Guidelines.	\$45/hour (WA State Office of Equity standard).  See Table 1 in How much can programs pay and reimburse? of these DOH Guidelines.
American Sign Language (ASL) Interpretation	For deaf or heard of hearing.  For meetings more than 30 minutes, two ASL interpreters are needed to alternate provide interpretation one at a time.	Assume the need for ASL interpreters for both in-person and virtual public comment opportunities/listening sessions.  Estimates taken middle range of <a href="#">DES Master Contracts</a> .	2 interpreters x \$100 per hour x # of meetings x # of hours per meeting/event.
(Communication Access Real-time Translation) CART Services	For deaf or hard of hearing people who seek an alternative to ASL or reliance on assistive listening devices.	Assume the need for CART services for virtual meetings.  Estimates taken middle range of <a href="#">DES Master Contracts</a> .	1 captioner x \$140 per hour x # of meetings x # of hours per meeting/event.
Spoken language interpreter	For those who speak a language that is not English.	Assume the need for spoken language interpreters for both in-person and virtual public comment opportunities/listening sessions.  Estimates taken middle range of <a href="#">DES Master Contracts</a> ). Estimated from Thurston County/Spanish/non-Court certified.	1 interpreter x \$72/hour x # of languages x # of hours per/event.
Translation services	For those who read and write in a	Calculate based on English content of any	# of languages x total words x \$0.25/word.

	<p>language that is not English.</p> <p>Ensure inclusion of outreach materials and communications.</p> <p>The availability of spoken language interpreters will need to be advertised in language, which should be incorporated into translation estimates.</p>	<p>materials that are provided to English speakers.</p> <p>Average cost per word for basic translation is \$0.25 per word. The specific language, need for third party review, rush charges, and desktop publishing can also create additional charges.</p>	
<a href="#">Non-Employee Travel</a> and other reasonable allowances	For those who must incur travel costs – airfare, lodging, meals, and miscellaneous expenses - to participate meaningfully.	Assuming in-person events and travel support will be needed for one or more participants.	<p><b>\$0.625/mile</b></p> <p>Rates are <a href="#">defined by OFM</a>.</p>
Dependent Care	For those who are only able to participate meaningfully if they have dependent care in place.	Assuming in-person events and childcare or other types of care will be needed for one or more participants.	\$100/participant/meeting
Staffing support	Staff support and capacity considerations is needed to manage administration of compensation and reimbursement, conduct culturally and linguistically appropriate outreach, engage and facilitate partner feedback.	Depends on project, examples: .1 FTE for public engagement for rulemaking .5 FTE for large projects with compensation administrative management with some engagement and communication functions 1 FTE for full management of a	<p>2022 salary + benefits + other</p> <p><b>Submit information request to the Community Relations &amp; Equity team or your Division ESJ Manager for a more precise estimate.</b></p>

		community task force.	
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Other Relevant Resources:

[How To: Translate Written Materials](#)

[Best Practices for Setting Up Advisory Groups or Committee](#)

[Facilitating Hybrid Meetings](#)

[Accessible Virtual Meeting Tutorial](#)

[Tips and Tracks for Inclusive Virtual Meeting Planning](#) (Disability Inclusion Network)

[Increased Accessibility Microsoft Suite](#)

## Glossary

*Additional terms will be added as needed to increase understanding and enhance agency alignment.*

**OOE** – the acronym for the Washington State Office of Equity

**OFM** – the acronym for the Washington State Office of Financial Management

**Reimbursement** – A sum paid to cover money spent by eligible community member. This is above and beyond any allowance or stipend compensations.

**Compensation** – Allowance, stipend, financial incentive awarded to eligible community members for participation in scheduled activities.

**Reasonable Allowances** – Reasonable allowances include any financial reimbursements for travel, lodging, mileage, and dependent care (i.e., child and adult care). These rates are [defined by OFM](#). These allowances should not be confused with stipend payments, which are compensation offered in exchange for a workgroup member's time and efforts, as opposed to compensation to cover practical costs incurred in the course of work that require reimbursement.

**State Fiscal Year, or SFY** – A 12-month period used for budget and accounting purposes. The state fiscal year runs from July 1 through June 30 of the following year and is named for the calendar year in which it ends (e.g., July 1, 2022 through June 30, 2023 is state Fiscal Year 2023).

**Class one group** – Any part-time board, commission, council, committee, or other similar group which is established by the executive, legislative, or judicial branch to participate in state government and which functions primarily in an advisory, coordinating, or planning capacity shall be identified as a class one group. Unless otherwise identified in law, all newly formed and existing groups are a class one group. Please see RCW [43.03.220](#)

Class one groups are typically hold names, such as:

- Board
- Commission,
- Council
- Committee
- Workgroup
- Coalition
- Advisory group

## SAMPLE – Compensation Processing Form

*[This is a sample form to assist programs in determining how a community member will be compensated and assist tracking and compensation processing]*

*[Please remove any yellow highlight before using]*

### DOH Community Compensation Processing Form

Compensating community partners for their time is a critical priority for the Washington State Department of Health. The wisdom and expertise of community members is intrinsic to our understanding and development of strategies to protect and improve the health of all people in Washington. Compensating people for their time and knowledge is congruent with the value that we place on our engagement with them. DOH is committed to equity and centering community voice. As we rely more and more on communities most impacted by health inequities and those historically marginalized communities for their representation and lived experience, not compensating only reinforces the systemic inequities we are working to dismantle.

Please fill out the attached compensation form to start the compensation process. **However**, please note that we are unable to compensate you under the following circumstances:

- If you are already being compensated by your organization to participate in this role*
- If you are representing an organization that has a contracted relationship with DOH to participate and/or engage in this work in contractual agreement*

**Tax Requirement:** *If you receive under \$600 in total per calendar year from DOH for your participation, you do not need to report it when you do your taxes. However, regardless of preferred form of payment if you receive \$600 or more in total compensation per calendar year from DOH, you will need to report this on your taxes and provide DOH with additional information (e.g., social security number). DOH will assist you and send the information you need at that time.*

#### **Information of requestor**

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Requestor Name:

Requestor Email:

Requestor Phone:

Are you representing yourself or an organization?

If you are representing an organization, are you being paid for your time?

#### **Preferred form of payment**

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- Direct Deposit/Electronic bank transfer\*
- Paper check\*\*
- Physical store gift card (requires mailing address)
- Electronic store gift card (requires email address)

\*Requires statewide vendor number and bank account

\*\*Requires statewide vendor number and mailing address

*[Confirm with OFS and these DOH Guidelines to administratively prepare for different community preferences on payment]*

**Statewide vendor number (if choosing direct deposit or paper check), social security number or Individual Taxpayer Identification Number (ITIN):**

Federal tax requirements require a statewide vendor number, social security number, or Individual Taxpayer Identification Number (ITIN) if receiving \$600 or more in compensation per calendar year from DOH.

**Preferred vendor (if choosing store gift card):** [Only offer vendors you have confirmed are options]

- Amazon
- Target
- Kroger:(redeemable at Kroger, Fred Meyer, Ralphs, QFC, Metro Market, Food 4 Less, Foods Co., Pay Less Supermarkets, Pick 'n Save and more.)
- Darden: (redeemable at Olive Garden, Yard House, Bahama Breeze, Eddie V's, and more).
- Starbucks
- Chipotle
- DoorDash
- Uber Eats
- Best Buy
- Apple
- Fandango
- AMC
- Other:

**Participation Information**

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Meeting or Workgroup Name:

Meeting Date:

Hours:

Hour spent planning and preparing for meeting (up to two hours):

*For example: If you joined the meeting 30 or more minutes early, spent any prior time prepping on your own or with DOH staff outside the meeting, please include this time*

Are you seeking any reimbursements for costs associated with your participation? (e.g., dependent care, travel, lodging)

- Yes – I would like someone to reach out to me for more information.
- No

## SAMPLE – Demographic Form

*[This is a sample form to assist programs in collecting voluntary demographic information. Questions below are based on guidelines provide by the WA State Office of Equity.]*

*[Please remove any yellow highlight before using]*

### **Demographic Information**

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[RCW 43.03.2705](#), DOH is required to gather demographic information from those community members who receive compensation from DOH as part of [Second Substitute Senate Bill 5793](#) requiring agencies to report the demographic and geographic information of community members who receive stipends of class one workgroups. The following questions are entirely voluntary, anonymous, and will not have any effect on your ability to receive compensation from DOH now or at any point in the future. Responses will be used only to assist DOH, the WA Office of Equity, and Washington Legislature in assessing how compensation is helping community members participate in state workgroups and our state’s ability to engage community members with relevant lived experience to protect and improve the health of all people in Washington. Please consider responding to the following demographic questions.

**The agency I volunteered with:\***

**The workgroup I volunteered on:\***

**I volunteered on a workgroup in the following year - Select one:\***

*State Fiscal Year 2023 (July 1, 2022 through June 30, 2023)*

*State Fiscal Year 2024 (July 1, 2023 through June 30, 2024)*

**I received a stipend and/or reimbursement as a community volunteer:\***

Yes

No

*[To make clear questions are voluntary, include an “I prefer not to answer” option for questions below]*

### **Race:**

The WA State Office of Equity defines the following racial categories:

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black – A person having origins in any of the Black racial groups of Africa including Northern Africans, Central or Middle Africans, Southern Africans, East Africans, West Africans, African Americans, Afro Europeans, or Afro Caribbean people.

Hispanic or Latin American – Hispanic origin can be viewed as the heritage, nationality, lineage, or country of birth of the person or the person's parents or ancestors before arriving in the United States. People who identify as Hispanic, Latino, or Spanish may be any race.

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**I most closely identify with the following race(s) – Select all that apply:**

We recognize that race and ethnicity are not quantifiable values. Rather, identity is a complex mix of one's family and social environment, historical or socio-political constructs, personal experience, context, and many other immeasurable factors.

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latin American
- Native Hawaiian or Other Pacific Islander
- White
- Race identity not specified above, please specify:

**I am read and treated as the following race(s):**

Although there is no biological basis to race, we acknowledge the real effects this socially constructed categorization of people in the U.S. have on peoples' lives. Because people are treated in accordance to U.S. racial narratives, we are leading with racial justice, and collecting race data that helps us understand disparities in how people are treated by race, and the effects those disparities have on peoples' opportunity to thrive.

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latin American
- Native Hawaiian or Other Pacific Islander
- White
- Race identity not specified above, please specify:

**My ethnicity is:**

**I am Alaskan Native/American Indian. My identity is:**

- Tribal Citizen
- Urban Indian
- I am not Alaskan Native/American Indian

**My sexual identity is:**

**My gender identity is:**

**I identify as a person with a disability:**

- Yes
- No

**My citizenship status is:**

- U.S. Citizen
- Non-U.S. Citizen
- Naturalized U.S. Citizen



**My U.S. military service status is:**

I currently serve on active duty in the U.S Armed Forces, Reserves, or National Guard.

I served on active duty in the U.S Armed Forces, Reserves, or National Guard.

I never served on active duty in the U.S Armed Forces, Reserves, or National Guard.

**The generation I most closely identify with is:**

Traditionalists or Silent Generation: born 1928-1945

Baby Boomers: born 1946-1964

Generation X: born 1965-1980

Generation Y or Millennials: born 1981-1996

Generation Z: born 1997-2015

**My current housing status is:**

Unstably housed

Unsheltered

Stably housed

Stably housed, but have past experience being unstably housed or sheltered

**The Washington County that best represents where I currently reside is:**

**The description that best fits the community I live in is:**

Rural

Suburban

Urban

**My total gross annual income is:**

\$0 - \$19,999

\$20,000 - \$49,999

\$50,000 - \$89,000

\$90,000 - \$120,000

\$120,000+