



# Community Compensation Guidelines

STATE OF WASHINGTON  
OFFICE OF EQUITY



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Version 1.1 of the Community Compensation Guidelines, contained within this document, includes minor revisions for spelling and grammatical errors as well as formatting improvements. No material differences exist between Version 1.0 published on the Office of Equity’s website, which will soon be retired. This version is an accessible PDF (print) version that will be continuously updated in parallel with new digital versions

## PURPOSE

This guidance is for agencies that establish Class One groups, such as boards, commissions, task forces, committees, and workgroups, in the executive, legislative, or judicial branches of Washington State government, and how to comply with [Second Substitute Senate Bill \(2SSB\) 5793 which states:](#)

“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.”

“Subject to available funding, **agencies may provide a stipend to individuals who are low income OR have lived experience** to support their participation in class one groups when the agency determines such participation is desirable in order to implement the principles of equity described in [RCW 43.06D.020](#), provided that the individuals are not otherwise compensated for their attendance at meetings.”

## UNDERLYING PHILOSOPHY

Public policy discussions should involve the individuals who are being or have been impacted by that policy or subject matter. By embracing co-creation, we advance a reality that people are the experts of their own lives and are partners in the government decisions that impact them.

The intent of these guidelines is to remove barriers to participation in government actions, discussions, and decision-making and to recognize the value and expertise community members contribute to state government workgroups. For the sustained success of promoting equitable policy development, state agencies must establish, sustain, and grow [relational partnerships](#). Moving from a transactional culture to a relational one is critical to developing the trust needed to meet the unique challenges of the 21st century.

These guidelines are a living document for statewide agency guidance. Revisions will occur to be responsive to community feedback, state agency input, and emerging research.



## DEFINITIONS

### WORKGROUP

For the purpose of this document, the term “workgroup” will be used to refer to any eligible group defined in 2SSB 5793 as “boards, commissions, councils, committees, and other similar groups.” This includes all [Class One groups](#), which are 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 that is not otherwise designated as a statutory [class two](#), [class three](#), [class four](#), or [class five](#) workgroup. Workgroups may be established by legislation, executive order, or by agency initiative.

State agencies may want to consider the following for agency-initiated workgroups:

1. What is the advisory, coordinating or planning purpose of the workgroup?
2. Who within the agency has the authority to establish?
3. How will chairs/co-chairs be designated?
4. How will the agency coordinate payment of stipends and reporting responsibilities?

### LIVED EXPERIENCE

Direct personal experience in the subject matter being addressed by the board, commission, council, committee, or other similar group.

Workgroups should partner with people who are part of historically excluded communities those who have been disproportionately impacted by policies, processes, and systems that the workgroup seeks to address. These people have the expertise and perspective necessary to determine what needs to change in our systems to achieve better outcomes.

Which perspectives meet the definition of lived experience will change depending on the subject matter and goal(s) of the workgroup. For example, a workgroup that examines the impact of a particular policy in long term adult care should include a diverse representation of people who need care as well as caregivers, especially those who have been disproportionately underserved or have experienced disparate outcomes. A workgroup leader may want to consult with the agency assigned attorney general for guidance.

### LOW INCOME

An individual whose income is not more than 400% of the federal poverty level, adjusted for family size.

Examples of a person who is eligible for compensation based on their income and not on their lived experience such as a Washington resident who wants to participate in government processes and does not have direct, personal experience.

The federal poverty amounts are amended annually by the Health and Human Services Department. Refer to the most current year when determining income eligibility for workgroup members. The [2023 Federal Poverty Guidelines](#) are shown below.

**2023 Poverty Guidelines for the 48 Contiguous States and the District of Columbia**

| Persons in family/household | Poverty guideline |
|-----------------------------|-------------------|
| 1                           | \$14,580          |
| 2                           | \$19,720          |
| 3                           | \$24,860          |
| 4                           | \$30,000          |
| 5                           | \$35,140          |
| 6                           | \$40,280          |
| 7                           | \$45,420          |
| 8                           | \$50,560          |

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**CALCULATION EXAMPLES:**

- 400% calculation: for a family of four, household income could not exceed \$120,000 (4 X \$30,000)
- “To calculate the percentage of poverty level, divide income by the poverty guideline and multiply by 100. So, a family of five in New Jersey with an annual income of \$80,000 would be calculated to earn  $(\$80,000/\$32,470) \times 100 = 246\%$  of the federal poverty guidelines for 2022...” - [Investopedia](#)

**OTHERWISE COMPENSATED**

The workgroup member is already being paid for their participation by another party.

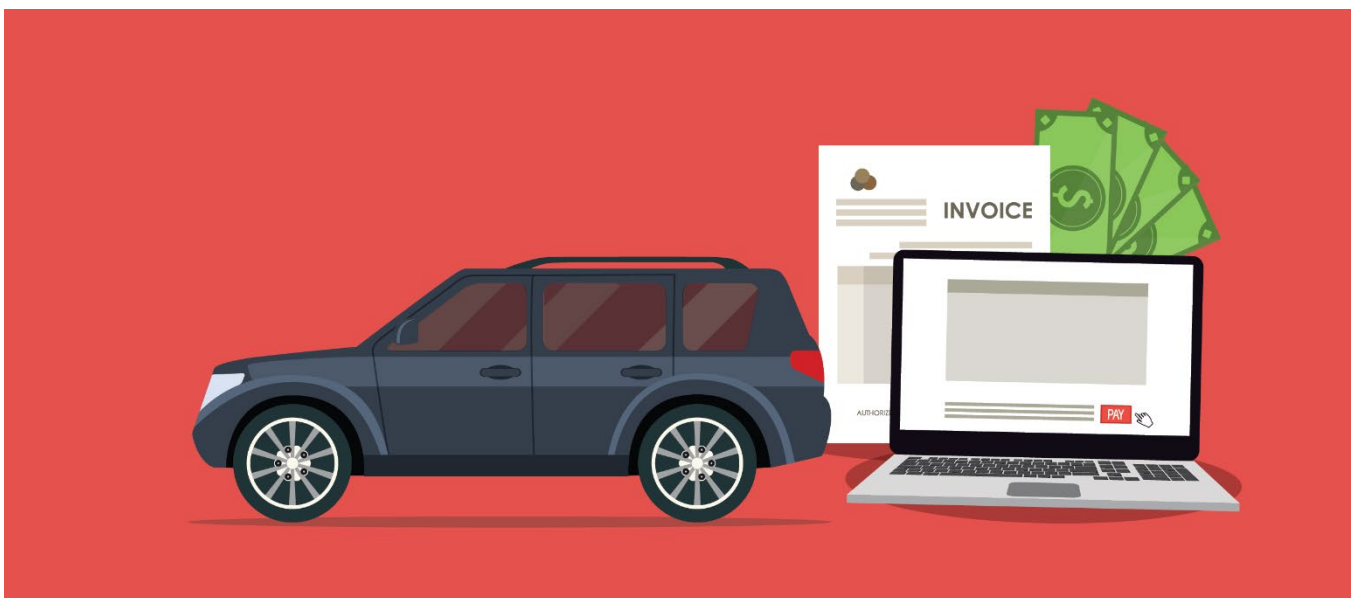
[2SSB 5793](#) states that community members who are low-income or have lived experience may receive compensation “provided that the individuals are not **otherwise compensated** for their attendance at meetings.”

The concept of “otherwise compensated” is not defined in the legislation or existing statute. For the purposes of these guidelines, we understand this to mean that if the workgroup member is *already* receiving hourly wages, salary, or any other kind of payment for their participation in the workgroup, they are being otherwise compensated, and are therefore ineligible for additional compensation from the agency overseeing the workgroup. An example of this would be if someone whose full time job is in policy advocacy and their scope of work at the job for which they are already receiving a salary includes activities such as engaging with local government and agencies to help inform public policy.

If you have questions about what constitutes as otherwise compensated, please consult with your AAG.

## REASONABLE ALLOWANCE

Reasonable allowances include any financial reimbursements for travel, lodging, mileage, and child and adult care. These rates are [defined by OFM](#). See section on [mechanics for stipends & reimbursement](#) for more information on how to implement payments for reimbursable costs. 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.



## LEGAL CONSIDERATIONS

### PUBLIC RECORDS

Per [RCW 42.56.250](#):

"The following employment and licensing information is exempt from public inspection and copying under this chapter:

(4) The following information held by any public agency in personnel records, public employment related records, volunteer rosters, or included in any mailing list of employees or volunteers of any public agency: Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal email addresses, social security numbers, driver's license numbers, identicard numbers, payroll deductions including the amount and identification of the deduction, and emergency contact information of employees or volunteers of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal email addresses, social security numbers, and emergency contact information of dependents of employees or volunteers of a public agency."

Agencies 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. Agencies 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.

### IMMIGRATION STATUS

Individuals who are non-US Citizens or US Nationals may be able to receive a stipend, depending on their circumstances. The volunteer participant may be informed that they should contact a personal immigration attorney regarding whether receipt of a stipend would impact their individual immigration status. Based on our review, the lived experience stipend should not be considered a public charge. Agencies may contact their assigned LPD AAG with particular questions about individuals with general employment authorization or agency-specific immigration status (H-1B), or other specific questions regarding an agency's ability to provide a stipend to a particular participant.

### YOUTH VOLUNTEERS:

Youth volunteers may receive stipends. Volunteers are not considered employees, however agencies may want to consider limitations on youth participation in workgroups in order to not interfere with educational activities. Agencies may want to consider hours of participation,

breaks, and the types of activities they may participate in as a volunteer member of a Class 1 workgroup.

For youth participants who are 16-17 years old, it is recommended that their participation as a volunteer should not exceed the following hours, and events should not occur during the youth volunteer’s school day. Regular breaks and meal periods should be provided, including a break at least every three hours (at least 10 minutes) and longer breaks for meals should be provided if an event lasts over 5 hours. Hours of participation are recommended to follow these limitations:

| Schedule  | Hours / day | Hours / week | Days / week | Start – End time     |
|---|-------------|--------------|-------------|----------------------|
| School week   | 4 hours *   | 20 hours     | 6 days      | 7 a.m. – 10 p.m. **  |
| Non-school week   | 8 hours     | 48 hours     | 6 days      | 5 a.m. – Midnight    |
| <a href="#">School week with special variance</a>   | 6 hours *   | 28 hours     | 6 days      | 7 a.m. – 10 p.m. *** |
| * 8 hours Fri.–Sun.<br>** Midnight Fri.–Sat. or the day before a school holiday<br>*** Midnight Fri.–Sat. |             |              |             |                      |

**REQUIREMENTS FOR AGENCIES TO ISSUE A 1099-MISC**

**ISSUING 1099-MISC FORMS TO COMMUNITY MEMBERS**

If a workgroup member earns \$600 or more in compensation (not reimbursements) from one agency in a calendar year, the Internal Revenue Service (IRS) requires a 1099-MISC form to be issued. If a workgroup member receives compensation from more than one agency for participating in multiple workgroups, this \$600 amount is applied per agency and is not calculated cumulatively.

If compensation is remitted from the State of Washington, the respective state agency is responsible for issuing the 1099-MISC form. If the compensation is distributed via a third-party administrator, it is the responsibility of the third-party administrator to issue the 1099-MISC form. State agencies may want to include this as a requirement in contracts with third-party administrators (including nonprofit agencies, private businesses, and agents whose primary purpose is the distribution of payments) to ensure they are aware of their obligation.

Retired state employees who receive stipends may need to consult with Retirement Services to make sure there are no potential impacts on retirement payments.



## BENEFITS ELIGIBILITY & AMOUNTS IMPACTED

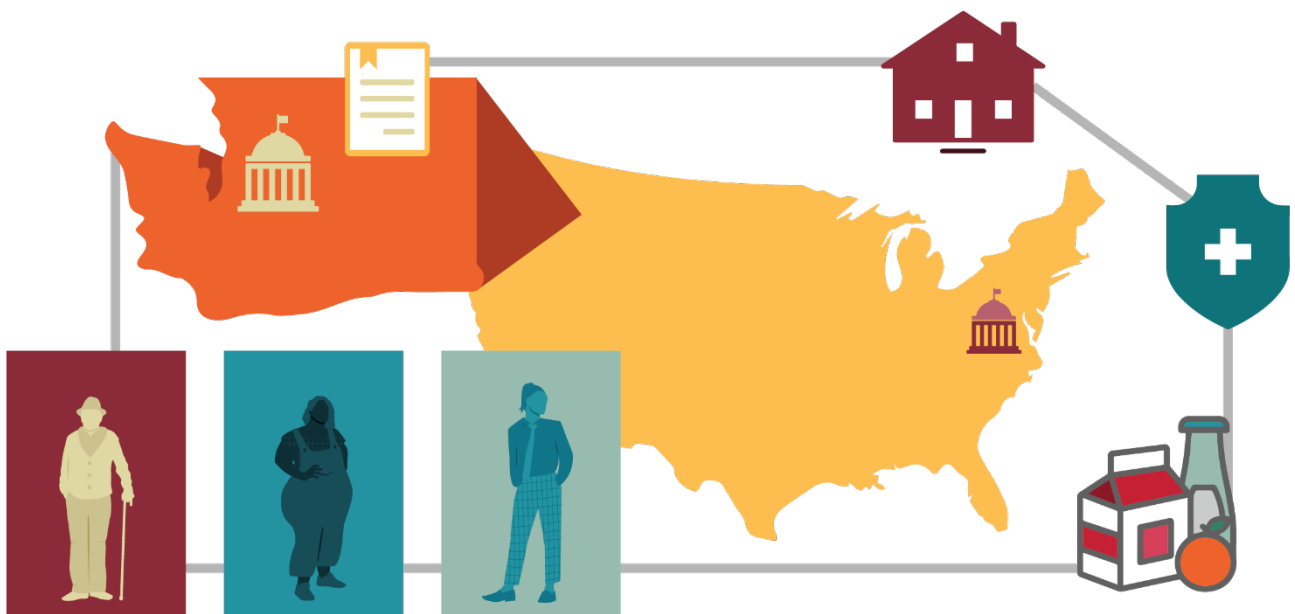
Per 2SSB 5793 (2)(e):

**"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."**

Federal and state income-based programs such as those that provide assistance 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.

Washington state agencies are currently reviewing public assistance programs to eliminate benefit impact to the greatest extent possible. Until analysis is complete for a public assistance program, agencies should inform workgroup members about possible benefit impacts and recommend they contact the respective agency for benefits counseling.

Below is the chart that demonstrates which public assistance eligibility and benefit amounts are impacted by stipends and reimbursements, and which will require statutory changes in order to avoid negatively impacting a workgroup members' benefits.



| 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 |

| 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 <a href="#">Do I Qualify</a> 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)                 | <p>Income from participation is reportable for WIC and could impact eligibility. DOH provided the following options to minimize or eliminate benefit impact.</p> <p>WIC confers adjunctive eligibility for participants participating in programs that might exempt this income, including:</p>  |

| Program  | Agency   | Benefit Eligibility & Amount Impact Analysis   |
|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>• Medicaid Title 19</li> <li>• State or Federal non-Title 19 medical assistance programs with income guidelines the same or less than WIC's</li> <li>• TANF (Temporary Assistance for Needy Families)</li> <li>• SNAP (Supplemental Nutrition Assistance Program)</li> <li>• FDIPIR (Food Distribution Program on Indian Reservations)</li> </ul> <p>WIC can also annualize income (over 12 months) received for a short-term engagement (e.g. time-limited and less than six months), which would reduce the risk of the participant exceeding program income eligibility guidelines.</p> <p>WIC does not consider gift cards income and is allowable if not equivalent to a cash payment, like a visa card.</p> <p>WIC is also requesting a waiver from USDA that would exempt this income from WIC income eligibility.</p> |
| 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  |

| Program  | Agency                               | Benefit Eligibility & Amount Impact Analysis             |
|--|--------------------------------------|--|
| 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              |
| MAGI-Medical   | Health Care Authority (HCA)          | Payments excluded from eligibility determination         |
| Non-MAGI Medical   | HCA                                  | Payments excluded from eligibility determination         |

| Program  | Agency  | Benefit Eligibility & Amount Impact Analysis  |
|--|---|---|
| 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 base   |

## COMPENSATION BEST PRACTICES

### TIMELY PAYMENTS

The agency should establish the entire compensation process before workgroup members are invited to participate so that they can be paid in a timely manner. This means agency staff from accounting, budget, policy and other involved departments should understand their role in the community compensation process. State employees do not receive delayed pay for their work and community members should not receive delayed stipends and reimbursements for their participation.

### COMMUNITY MEMBERS AS EXPERTS

Historically, government has often functioned in a paternalistic manner, making decisions without partnering and engaging with the people who are impacted most. This has not always fostered positive community outcomes. To change this, we must partner with community members in decision-making. Community members are the experts in their own lived experience and know best what they need to achieve autonomy over their lives and thrive. Community members who give their time and energy to share their expertise and perspectives provide an invaluable lens into the inner workings of our systems and have critical insights into what must change to achieve better program outcomes.

### IDENTIFYING COMMUNITY MEMBERS WITH LIVED EXPERIENCE

State agencies should avoid repeatedly partnering with the same individuals on workgroups and participation in other community engagement activities. Each one of Washington's over 7 million residents should be given the opportunity to participate on workgroups to achieve a more representative government that works for everyone. Relying on the same group of individuals for input is to the detriment of equitable policy development and outcomes. The following are key recommendations to achieve broader participation from community members.

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### WORKING EFFECTIVELY WITH COMMUNITY ORGANIZATIONS

One of the most effective ways a state agency can solicit participation in a workgroup or other engagement activity is to ask for the assistance of organizations who have developed trusting relationships with historically underrepresented communities. Agencies should continue to grow their network of community organizations, and proactively look for emergent or previously unknown organizations active within a given community.

Agencies should be mindful of organizations who work with or on behalf of a population claim "lived experience" status when in fact their work is adjacent, not lived, experience. When

seeking to partner with specific demographics, seek “for and by organizations” - organizations that have been established for the people and by the people most impacted.

Creating an application process for service on a workgroup, rather than simply soliciting recommendations from agency leadership, could be an effective way to overcome this often-sensitive dynamic. This could be true for agencies who are new to community engagement. An application could also open the door to applicants who may be interested but their lived experience, or existence, is not known to organizational leadership. Keep applications simple: the goal is to increase access, not add barriers. See the [examples and templates](#) section for an application example.

## COMMUNICATION

Communication is critical in establishing, growing, and maintaining relationships with workgroup members. Agencies should clearly communicate early and often about what workgroup members can expect in terms of the compensation process (amount, frequency, timing, method, etc.) Not doing so undermines trust with community members and may cause more harm, particularly for low-income workgroup members who could put the funds to use in their household.

## SUPPORT

Agency staff should be available to support community members to welcome them and create an environment of belonging, answer questions about requesting payment and reimbursement, and troubleshoot problems as they arise. Community members should be given agency staff contact information in advance so they know who to contact when support is needed. Agencies should offer training for members on how the Public Records Act (PRA) impacts their privacy and availability of their written correspondence in the event that a PRA request is filed.

## ONBOARDING/ORIENTATION PACKETS

Agencies should consider developing and providing an onboarding packet for work group members. This packet would contain, in plain language, information about the agency, the project, applicable laws and policies to the agency such as confidentiality, public disclosure, non-discrimination, how to request accessibility supports such as language interpretation or hardware, and compensation and reimbursement instructions.



## BUDGETING FOR COMPENSATION

### FISCAL IMPACTS

Chapter 297, laws of 2022, section 130(25) (ESSB 5793) includes \$250,000 in fiscal year 2023 for implementation of (2SSB) 5793. This funding is managed by the Office of Financial Management (OFM) and can be used until 6/30/2023.

To access the funds, complete this form: <https://ofm.wa.gov/sites/default/files/public/budget/forms/2023-25/5793TrackingTemplateForm.xlsx>

Email completed form to: [OFMmiLivedExperienceCompensation@ofm.wa.gov](mailto:OFMmiLivedExperienceCompensation@ofm.wa.gov)

OFM will rely on agencies for accurate data for which payments were made. Incomplete forms will not receive allocations from this funding source.

OFM will review all requests received on January 20, April 20, and June 20. All requests will be funded, starting with smallest agencies (by total budget) first until the entire \$250,000 is distributed.

Agencies will receive an allocation of expenditure authority from OFM for the approved amounts.

Fiscal impacts beyond fiscal year 2023 (7/1/2023 and later) will be determined by the final compensation guidelines, the number of individuals participating in class one groups qualified to receive compensation, and the level of funding available at each state agency or across the enterprise to pay for the costs of the stipends.

### TRACKING

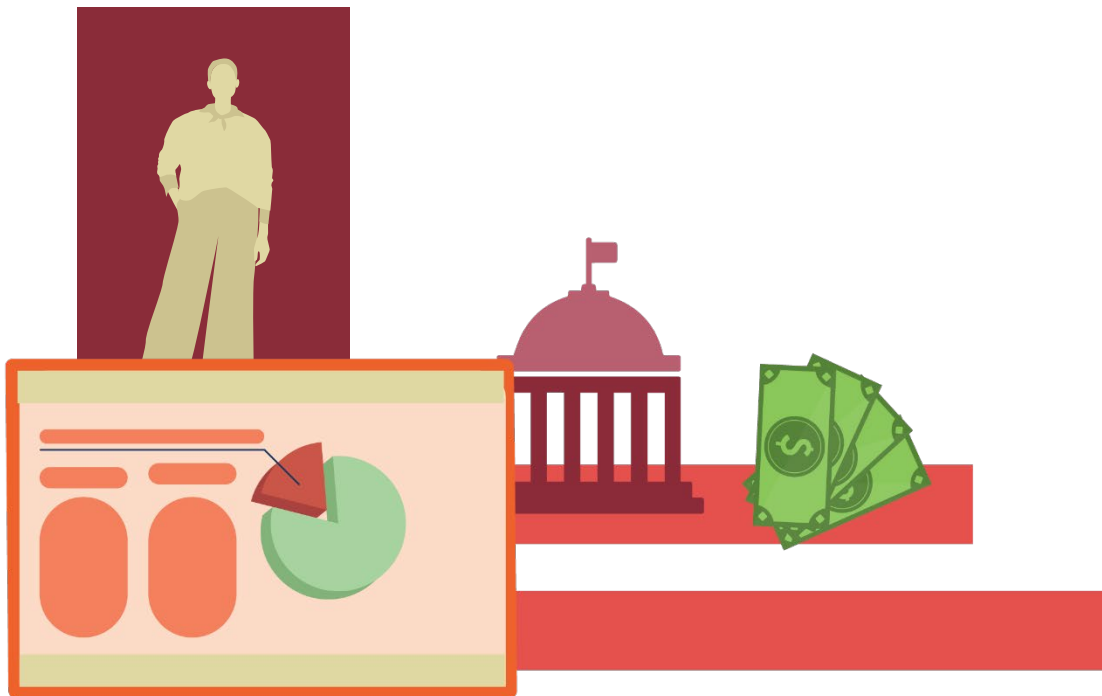
Section 7 of 2SSB 5793 requires tracking of both demographic and fiscal information. These two types of information should be captured separately. In addition, the agency overseeing the workgroup should be tracking in totality how many groups they convene, how many members are in each group, the frequency of meetings, and the creation and completion date if applicable.

The demographic information should be captured electronically so that data can be compiled for the entire agency. This should not include any personally identifiable information and needs to include at least: the most recent calendar year that the person participated in a group, their race, ethnicity, income, and county.

The fiscal information should be automatically captured through the normal expenditure process. Unique sub-subjects (SSO) have been created in the [Statewide sub-subject table](#) for accounting staff to code the amount for stipends and allowances (reimbursements) separately. Use sub-subject NZ Z460 for “Stipends- lived experience” and NZ Z461 “Other allowances- lived experience” for reimbursement requests. Agencies should decide if they wish

to use existing sub-subobjects to capture the cost of reimbursements for travel, lodging, meals or per diem, or charge all lived experience payment and reimbursement to the unique lived experience sub-subobjects.

**Note:** AS AN AGENCY TRACKS LIVED EXPERIENCE COMPENSATION, IF THOSE COSTS ARE CAUSING EXPENDITURES TO EXCEED EXPENDITURE AUTHORITY, PLEASE CONTACT THE AGENCY'S BUDGET OFFICE OR REPRESENTATIVE AND OFM budget assistant.



## ACTIVITIES ELIGIBLE FOR COMPENSATION & REIMBURSEMENT

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

### Attending official meetings

- Examples of official meetings may 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 of performing statutorily prescribed duties approved by the chair(s) includes but is not limited to 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.
- These duties should be discussed with the workgroup prior to the launch of the workgroup and the workgroup leader should make sure that every workgroup member understands.
- The workgroup chair, co-chair or lead may want to consult with their agency's assigned AAG on how this provision may apply to their workgroup. If the chair, co-chair or lead is not a Washington state employee, they should communicate with agency staff before consulting with the agency AAG.

## MECHANICS FOR STIPENDS & REIMBURSEMENT

### MECHANICS FOR COMPENSATION

Per 2SSB 5793, there is a ceiling (limit) of \$200 per day on stipends, but no limit on the total number or value of reimbursements that can be issued to a workgroup member over multiple days. Similarly, there is no cap on the amount that a work group member may receive in stipends, however members and agencies should be aware that after \$600 is earned by a workgroup member from one agency in a calendar year, that income must be reported to the IRS using a 1099-MISC form.

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### INCOME VERIFICATION

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. "Lived experience," "low income," and "otherwise compensated" are defined in the [Definitions](#) section. When offering compensation to someone who does not have lived experience and is seeking compensation based on low-income status, verify income.

Examples of verification methods are:

- Categorical eligibility for community members currently receiving public assistance in Washington state
- Pay Stubs from the last one to three months
- W-2
- Previous year's tax return
- Employer statement
- Self-attestation

The above are currently used examples only. The list is not meant to be exhaustive or mandatory. Agencies should determine which forms of income verification they will use when determining payment eligibility for work group members who are not participating based on their lived perspective, which then requires those members to meet the income requirements of 2SSB 5793.

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### ONGOING PARTICIPATION

The University of Washington (UW) publishes [The Self-Sufficiency Standard](#) every three years as a measure of income adequacy for different households across Washington State. Some state agencies currently use [UW's Self-Sufficiency Calculator](#) to better understand how they can support clients. In the [Self-Sufficiency Standard report for Washington State 2020](#), UW determined the cost of living for one adult, one preschooler, and one school-age child (family of 3) in the most expensive county, King County-East to be \$92,661 (Table 3 pg. 22) or about \$45

per hour. Thus, the below compensation schedule is set at \$45 per hour. (Note: a living wage may be higher than federal or local minimum wage standards).

|   |            |
|---|------------|
| 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 |

**Note:** If a workgroup member receives \$600 or more in a calendar year, the Internal Revenue Service (IRS) requires a 1099-MISC form to be sent. See [legal considerations](#) section for more information.

People who are low-income, experiencing homelessness, with limited English language proficiency, or those with disabilities may qualify for free tax-filing support through the IRS's Volunteer Income Tax Assistance and Tax Counseling for the Elderly programs. You can find more information about this free support here: <https://www.irs.gov/individuals/free-tax-return-preparation-for-qualifying-taxpayers>.

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#### ONE-TIME ENGAGEMENT ACTIVITIES

Agencies may create temporary ad hoc workgroups to provide compensation for participation in one-time, low-barrier engagement opportunities such as surveys, interviews, written feedback requests, or other types of engagement that do not require a long-term commitment and/or are low-intensity efforts. Compensation in one-time events offers an incentive for participation and demonstrates value of community members time and expertise.

Gift cards are the payment form typically used for one-time events, though they are not the required payment form for these events. See the [pre-loaded gift card](#) section for more information on gift cards.

The recommendation for compensation for one-time events is a flat rate:

|  |            |
|--|------------|
| One-time events that are up to and including one hour            | = \$25.00  |
| One-time events and activities that are up to four hours or less | = \$100.00 |
| One-time events and activities that are over four hours          | = \$200.00 |

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## STATEWIDE VENDOR NUMBERS

A statewide vendor number is required whenever payments are made through the [Agency Financial Reporting System \(AFRS\)](#). AFRS is Washington State’s central hub for accounting information. Requesting a statewide vendor number only needs to be done once, when seeking payment for the first time, however statewide vendor numbers can expire so workgroup members with previously existing statewide vendors numbers should check to make sure their number is still active.

Confirm that a vendor number does not already exist by searching the [Vendor Number Lookup](#). If no vendor number exists, obtain a vendor number, by visiting [Statewide Vendor/Payee Services | Office of Financial Management \(wa.gov\)](#). Complete the “Vendor/Payee Registration Form.” For number 3 on the Vendor Registration Form, select the option Lived Experience - Class 1.

Workgroup members have the option of setting up direct deposit to a bank account or receiving a check via mail. Once the form is submitted, the members’ Statewide Vendor number will be sent to the email provided within 3-5 business days.

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## PAYMENT METHODS

There are several options to disburse payments to individuals, all of which have different considerations:

- State warrant (check)
- Direct deposit (ACH)
- Prepaid card
- Payment through a local bank account (Imprest account)
- Gift Card

Each method requires the disbursing agency have some infrastructure in place to issue and account for the payment. Depending on the payment option chosen and the method of issuance the agency may incur hard and/or soft dollar costs. When possible, offer multiple payment options and give members the choice to choose the method that works best for them.

Agencies should use care when their funding source prohibits showing any preference for one vendor over another.

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## STATE WARRANT (CHECK)

State warrants, or checks, can be issued through the Agency Financial Reporting System’s (AFRS) Statewide Vendor system (SWV) or through a direct relationship with the Office of the State Treasurer (OST). Warrants must be cashed by the recipient within 180 days of issuance. Warrants older than 180 days are no longer valid. Aged warrants may be reissued, or payment can be made using another vehicle.

Recipients of warrants issued through SWV must establish a statewide vendor number. Note: when the payee signs up for a SWV they choose either warrant or Automated Clearing House (ACH) as their method of payment. Agencies that use the A19 Agency may incur minimal fees from AFRS for payment processing.

To issue warrants directly through OST the agency must generate a warrant issue file to communicate the payee information to OST. Implementation of a new warrant issue file takes 3-6 months. Consideration should be given to delivery of the warrant to the payee, by mail or in person.

OST's warrant cashing services have not been reinstated after closing due to Covid. OST has an agreement with US Bank to cash state warrants for individuals at US Bank branches in Washington State. Other companies such as Fred Meyer, Walmart, and others offer check-cashing services for a fee. Recipients must present valid identification at the branch when cashing the warrant.

Challenges include:

- US Bank does not have a branch in all regions of the state, so workgroup members who do not have their own bank account to cash checks and also do not live near a US Bank may find it difficult to cash their checks
- Intervention by OST and the state's relationship team is often needed to facilitate the warrant cashing process at US Bank
- US Bank may charge the payee a \$10.00 fee per warrant cashed
- 3-6 month lag time to set up new warrant issue file is burdensome
- Loss of paper checks is a risk

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## DIRECT DEPOSIT (ACH)

ACH can be issued through SWV or through a direct relationship with OST. Recipients of ACH must have a domestic bank account and be willing to share their account details with the state to receive funds. In most cases, the requirement under RCW 43.41.180 to complete an Economic Feasibility Study (EFS) is waived by OFM when disbursing payment by ACH.

Recipients of ACH issued through SWV must establish a statewide vendor number. Note: when the payee signs up for a SWV they choose either warrant or ACH as their method of payment. Agency may incur fees from AFRS for payment processing.

To issue ACH directly through OST the agency must generate an ACH issue file to communicate the payee information to OST. In turn, the agency will receive a file of ACH Returns and Corrections detailing payments that didn't work (Returns) or require updates to the bank information (Corrections). The disbursing agency is responsible for ensuring their program complies with all ACH Rules. Implementation of a new ACH issue file takes 3-6 months. OST does not charge a fee to the agency to disburse payment by ACH.

Challenges include:

- Collecting and storing recipient bank accounts
- ACH Rules Compliance can be complicated and resource intensive

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## PREPAID CARD

Disbursing payment by prepaid card is a good option for unbanked and under-banked populations. US Bank's prepaid cards are Visa branded and are accepted anywhere that accepts Visa. Recipients have several options to use the card and/or get cash free of charge, including to the penny withdrawals at most banks. Recipients receive the same fraud protections against unauthorized withdrawals to prepaid cards as traditional bank accounts (Federal Regulation E).

Federal regulations may require certain disclosures be provided prior to the recipient choosing payment by prepaid card. The bank will review the program specifics to determine if disclosures are required. The disbursing agency enrolls the payee through the bank's online Admin Portal. The bank creates and mails a personalized, embossed card to the recipient. The recipient must activate the card, either online or by calling customer service before funds can be accessed. Funding the cards is done by direct deposit. The Admin Portal allows the agency to confirm deposits were credited to the card but does not allow them to see any other transactions or activity.

Implementation of a new prepaid card program takes 3-6 months for OST to process. An Economic Feasibility Study (EFS) must be completed and submitted to OFM. Agencies are responsible for card issuance fees.

Challenges include:

- Recipients need a physical mailing address to receive the card, bank does not mail cards to P.O. Boxes
- 7-10 business days for recipient to receive card in the mail

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## PURCHASE AND DISTRIBUTE PRELOADED GIFT-CARDS

Preloaded gift cards that effectively operate like a debit card can be obtained from traditional vendors, such as in-store kiosks. Many preloaded digital gift cards can also be purchased online. These are not to be confused with gift cards that can only be redeemed at a specific store (such as a Starbucks gift card) - cards that are only redeemable at one specific business should not be used as a method of compensation for workgroup members.

The State Administrative & Accounting Manual (SAAM) currently requires agencies to use gift cards with no fees associated. If there are fees attached, an EFS would be required. Ability to



get cash, including to the penny withdrawals, are governed the rules of the card purchased. Agencies have several options to purchase preloaded gift cards, such as petty cash or purchase cards, and distribute them to recipients.

Agencies should have internal controls in-place for undistributed cards.

Challenges include:

- Cards are like cash and there is risk involved in mailing cards to private residences; it is therefore recommended to email electronic gift cards OR use certified mail if sending physical gift card through USPS OR utilize Amazon gift cards that can be sent to secure lockers for retrieval
- Potential lack of customer support from issuer if recipient experiences problems

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### AGENCY BANK ACCOUNT OUTSIDE THE TREASURY (IMPREST ACCOUNT)

Agency may open an account outside the treasury with approval from OFM. Agency would fund and replenish the account without using a SWV. Agency would be responsible for all fees associated with account and products purchased.

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 or Venmo

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### THIRD-PARTY ADMINISTRATORS

As not specifically authorized by 2SSB 5793, an agency may want to consult with the Department of Enterprise Services (DES), OFM, and their assigned AAG when contracting with a third-party administrator for the first time.

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### THIRD-PARTY ADMINISTRATORS

Agencies may opt to contract with community organizations or private companies to connect with and compensate community. As there is currently no statewide contract for this, agencies would follow the Request for Proposal (RFP) to select an organization.

Challenges Include:

- Some of the funds for community compensation will be used to pay for the organization's payment administration.
- Contracting with a community organization or private company exclusively for this purpose (i.e. not a part of a broader contract) may not be a comfortable or appropriate role for an organization that does not exist solely for this purpose

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### NON-EXCLUSIVE THIRD-PARTY ADMINISTRATORS

Agencies may include the responsibility – and appropriate budgeting – for payments administration as part of a larger scope of work under contract with non-profit community organizations or private businesses. Examples include organizations or businesses contracted for the facilitation of workgroups, conducting community engagement, providing technical assistance, and other scopes of work.

Challenges include:

- Community-based organizations and private businesses may experience financial burdens due to lack of up-front payments or delay in payments may cause strain.
- Online platforms that automate these payments for a large volume of smaller payments often require cost projection and calculation that put an extra logistical challenge on the organization.

## MECHANICS FOR REIMBURSEMENT

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### CHILD AND ADULT CARE

Community members can either submit the bill or invoice received from the provider for child or adult care services or confirmation of payment. Be as flexible as possible with what constitutes a bill or invoice or confirmation of payment (e.g. traditional receipt, screenshot of money transfer through apps like CashApp and Venmo) to make it as easy as possible for community members to receive reimbursement. Agencies, boards and commissions interested in providing onsite childcare for meetings should seek guidance from their AAGs to ensure that state-purchased or state-coordinated childcare adheres to the appropriate health and safety standards for the children in care.

Reimbursement rates:

- 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

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## LODGING, MEALS AND MILEAGE PER DIEM RATES

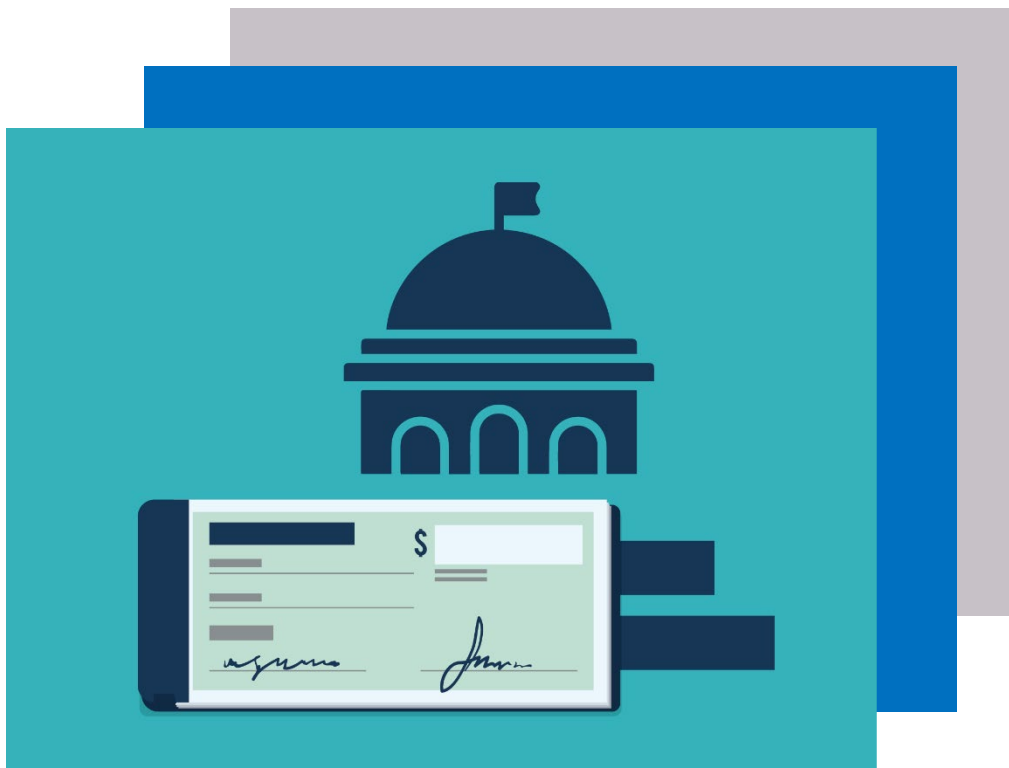
Reimbursements can be made for lodging, meals, and mileage costs in addition to the compensation offered in accordance with [RCW 43.03.050](#) and [RCW 43.03.060](#). When overnight stays are required, agencies should try to book and pay for the hotel rooms on behalf of workgroup members to lessen the financial burden.

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](#).

## TIMELY PAYMENTS

It is important for agencies to pay workgroup members as efficiently and quickly as is reasonably possible for the overseeing agency. Agencies are responsible for having payment mechanisms in place before workgroup activity begins. To avoid creating additional complications or adding to barriers to community member participation, it is recommended that whenever possible agencies should:

- Provide payments at the time of participation or immediately following participation. This minimizes the need for workgroup members to front time, money, or other resources to support their participation.
- When possible, cover costs in advance. See the [accessibility section](#) for recommendations that may forestall the need for reimbursements.



## ACCESSIBILITY

Agencies should proactively inquire about workgroup members' individual needs and offer appropriate accommodations. Accessibility should be included in an agency's budget so that accommodations can be made to eliminate barriers to workgroup participation. Planning around members' needs may mitigate their need for reimbursements later on and will ensure the best conditions for effective participation and mutual respect. The following is a list of prompts to consider when forming a workgroup to establish norms around accessibility as it relates to meetings, necessary tools, and general supports. The following prompts are not requirements for agencies, but rather are suggestions that may be helpful in order to pre-empt any costs that could inadvertently be passed on to workgroup members.

## TECHNOLOGY

- What hardware would a workgroup member be expected to have in order to fully participate in the workgroup (e.g. phone, laptop, printer, webcam, internet access)?
- Can you loan hardware, or reimburse a workgroup member for the purchase of hardware? The mechanics of this process need to be worked out before offering equipment to workgroup members. See [examples and templates](#) for a template loan form.
  - Devices should have at least 10" screen, be Wi-Fi capable, and include Microsoft Suite, Teams, Zoom, an Internet browser, and Adobe reader. You should also ask the user if other software is needed for accessibility or other purposes.
  - If requested, agencies should take steps to provide community members access to the Internet, through a cell phone hotspot, air card, or other solution.
  - Besides computers leased for agency employees, good device options include Microsoft Surface, iPad, Android tablet, or Chromebook. Agencies will have to work through the pros and cons of Linux to windows-based computers, which present different security challenges.
  - Devices should be wiped and reimaged after each use.
- Can you collaborate with another agency to utilize space and tools/hardware for workgroup members to use?
- What training might workgroup members need to use the technology or tools that are necessary for full workgroup participation?
- In written communication, include full link as text for low to no internet participants using paper copies.
- In written communication, avoid using graphics to convey written text such as images or jpegs with letters and words in them, as screen reading software cannot interpret the words embedded in a graphic image.

Agencies may want to consult with their assigned AAG before loaning equipment, technology, or paying for services.

See the template Technology Check Out form in the [examples and templates](#) section.

Ethics review: Workgroup members are not state employees and thus ethics rules related to appropriate use of use of resources are not applicable. Workgroup activities are for the benefit of the state. Technology, services, and equipment agencies check out to community members should be used for the purposes of workgroup tasks, meetings, and events.

## TRANSPORTATION

- Are in-person meetings scheduled in a location that is easily reached by public transportation?
- Can you offer public transportation passes to workgroup members (such as ORCA card) so they can attend regular in-person meetings?
- Inform members of parking availability and cost in advance.
  - If possible, provide members with parking vouchers.
  - Advise workgroup members to keep receipts for transportation or parking for reimbursement.

## MEETING FACILITATION

- Inquire about accommodation needs of members in advance.
- Offer meeting materials at least 24 hours in advance.
- Offer meeting materials in both print and digital form with large print options, and in all primary languages used by workgroup members.
- Make use of assistive technology available for members with hearing and visual impairments or for those with learning differences.
- If assistive technology is not available or preferred, offer use of a professional interpreter.
  - You may need to request two interpreters in case one person is unable to attend on short notice.
  - Request two interpreters for meetings over 30 minutes or schedule breaks for one interpreter every 30 minutes to prevent interpreter fatigue
  - If possible, ask the participants who need an ASL interpreter or CART services if they would like to utilize [Washington Relay](#) to call in to the meeting or event.
  - Ask if the ASL user prefers to use an on-demand Video Relay Service (VRS) app, such as [Wavello](#).
- If the CART captioner is unable to attend on short notice and you are unable to secure another captioner, zoom captioning technology may suffice or you may use the chat feature of your virtual meeting platform of choice.

- If time allows, directly contact vendors on Department of Enterprise Services (DES) State Contracts to find a replacement:
  - [Sign Language Interpreter Services - Referral Agencies](#)
  - [Sign Language Interpreter Services - Independent Contractors](#)
  - [Transcription and Captioning Services - CART](#)
- Designate a person to read written content or describe videos and images.
- Avoid use of jargon and acronyms – this language can be othering and exclusive.
- Avoid assumptions around attendees using their time and funds to attend miscellaneous events such as post-meeting gatherings, dinners, happy hours, or other optional events where, by not attending, they may be missing out on meaningful conversations. Make clear distinction between non-official meetings and other types of interaction towards progress of workgroup.
- Provide a glossary of commonly used acronyms and terms that are relevant to the workgroup.

## IN-PERSON ACCESS

- Host meetings in Americans with Disabilities Act (ADA) compliant accessible buildings.
- Make sure there are inclusive restrooms for people of all genders, people with infants, and ADA compliant restrooms.
- Frequent breaks built into formal agendas e.g. every 45-60 minutes, (so people with disabilities, nursing parents, caregivers, etc. don't have to ask and out ourselves, or be "That Person")
- Low to no fragrance use policy
- Mixed lighting – low lighting like lamps, overhead lights off, more natural light

## COMMUNICATING ACCESSIBILITY OPTIONS

Your agency or workgroup chair may want to consider including language in scheduling emails that identifies accessibility options for meeting attendees.

Consider the following sample language:

Our agency is committed to hosting accessible events that promote belonging, justice, and dignity. To request communication services (interpreters, written information in other languages, or other services) or accommodations, please call 360.902.3355 or 711 (Telephone Relay Service), or email [Access@equity.wa.gov](mailto:Access@equity.wa.gov). We encourage participants to make requests at least 14 days in advance of the event to allow time to make the proper arrangements.

## RESOURCES ON CREATING ACCESSIBLE MEETINGS AND EVENTS

- [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](#)
- Requesting a sign language [interpreter](#) (DSHS)
- [Web Accessibility Font Contrast Checker](#)
- For ASL Interpreter or [DSHS Office of the Deaf and Hard of Hearing \(ODHH\) System](#) issues, contact DSHS: Berle Ross 360-339-4559 or [berle.ross@dshs.wa.gov](mailto:berle.ross@dshs.wa.gov).
- For Master Contract Terms & Conditions issues, contact DES: Antoinette Wynne 360-407-9390 or [antoinette.wynne@des.wa.gov](mailto:antoinette.wynne@des.wa.gov)

## RELATIONAL PARTNERSHIP MODEL

Additional resources focused on a relational partnership philosophy are also available or being produced by the Office of Equity and other agencies/groups in Washington. The relational partnership model focuses on empathy-centered collaboration between government and people groups who have been excluded and marginalized by government decisions and actions to undo harm and advance Pro-Equity Anti-Racism (PEAR) outcomes.

Examples of existing and forthcoming work by departments to serve as a complement to these guidelines include:

- Digital Equity Guidelines
- Community Engagement Guidelines
- Universal Access and Belonging Plan
- [Relational Partnership Guidelines](#)
- [Executive Order 22-02: Achieving Equity in Washington State Government](#)
- [Executive Order 22-04: Implementing the Washington State Pro-Equity Anti-Racism \(PEAR\) Plan & Playbook](#)

## AGENCY REPORTING REQUIREMENTS

Agencies must adhere to the following reporting requirements identified in 2SSB 5793, which states that:

“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, the following information:

1. A brief description of the groups for which stipends have been made available including:
  - Number of members receiving a stipend or allowance (reimbursement and pre-paid expenses)
  - Aggregate demographic information of members of class one groups including race, ethnicity, income, and geographic representation by county (see Demographic Data section below for further details)
2. The amount of stipends distributed
3. The amount of allowances distributed
4. An analysis of whether and how the availability of stipends and allowances has reduced barriers to participation and increased the diversity of group participants
5. An analysis of whether the provision of stipends and allowances resulted in more applications and willingness to participate.

Please complete [this form](#), after the completion of each workgroup or by June 30th of each fiscal year for ongoing groups, to meet sections 2-5 of the above mandate. See demographic data section below and follow the instructions to meet section 1 of the above mandate.

In addition to the requirements, we recommend agencies identify challenges or make process improvement recommendations. This will help the Office of Equity recommend improvements to the legislation or make improvements to these guidelines. This is optional though.

## DEMOGRAPHIC DATA

2SSB 5793 ([RCW 43.03.2705](#)) requires agencies to report demographic data to the Washington State Office of Equity about community member compensation. The required demographics include race, ethnicity, income, and geographic representation by county. The Office of Equity uses this information to meet our mandate to analyze the information and issue a report to the Governor and Legislature.

Please send the link to [this form](#) to community members who received stipends and/or reimbursements for their participation in a class one group and ask them to complete it to meet section 1 of the mandate listed in the above section.

The form is voluntary for community members to complete. The form does not request identifying personal information about the community members (no names, addresses, birth dates, SSNs, email addresses, etc). By completing this form, community members will assist the Office of Equity to understand who is benefiting from receiving stipends. We hope 2SSB 5793



has improved access so that more of our community experts can participate in government processes and shape the way our government works, to work for all of us.

If someone does not have access to the technology to complete the electronic form, see the Class One Volunteer Demographic/Geographic Survey Template and Agency Reporting Form in the [examples and templates](#) section.

By utilizing the above processes, agencies will not have to be concerned about storing this information because it will come directly to the Office of Equity.

If your agency does wish to collect the information and then send it to the Office of Equity to meet section 1 of the mandate above, feel free to use surveys, Microsoft Forms, or other data collection tools to collect this information. We recommend you avoid collecting information like names, addresses, birth dates, and other potentially identifying information.

We created a sample you can use or build from. See the Class One Volunteer Demographic/Geographic Survey Template and Agency Reporting Form in the [examples and templates](#) section.



## OFFICE OF EQUITY REPORTING REQUIREMENTS

Per 2SSB 5793, the Office of Equity must do the following:

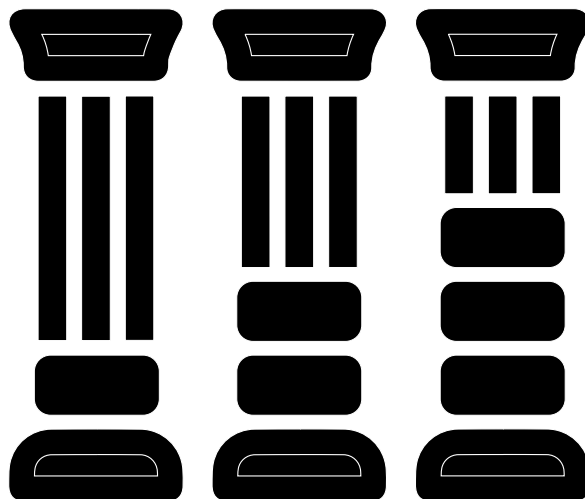
1. Compile and analyze the information received from agencies under this section
2. Prepare a report, in compliance with RCW 43.01.036, to the governor and legislature by December 1, 2024. The report must include:
  - An overall evaluation of the stipend process authorized in RCW 43.03.220 (2)
  - Recommendations for improving the process
  - Recommendations to further decrease barriers to participation and increase the diversity of group applicants

## UPDATES/PERIODIC REVIEW

Compensation amounts for community members are based on various considerations that are impacted by inflation, cost of living, and self-sufficiency standards that are ever-changing and will necessitate ongoing review of these guidelines over time.

The Office of Equity will update the definition of “low income” annually to ensure compliance with the most current federal poverty guidelines.

The Office of Equity will also conduct a more substantive review every three years as new Self-Sufficiency Standard reports are published by the UW, beginning in Fall of 2023. and will solicit stakeholder and community input during this process. The Office of Equity will create and oversee a system for receiving and incorporating feedback into this document.



## TEMPLATES, RESOURCES & EXAMPLES

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### 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)

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### RESOURCES

[Community Compensation Overview](#)

[Community Compensation Live Presentation March 29, 2023](#)

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### AGENCY EXAMPLES

There are many ways to implement the legislation and guidelines and remain true to the legislative intent. The following are examples of how different Washington state agencies are implementing the legislation and guidelines. These are all living documents. Agencies will continue to update these as they implement to remove barriers that arise and advance equity. Thank you to the agencies who are sharing their policies to help other agencies develop theirs.

[Department of Health Community Compensation Guidelines 4.21.23](#)

## FREQUENTLY ASKED QUESTIONS

### WHICH GROUPS ARE COVERED BY 2SSB 5793?

The legislation and the guidelines offered in this document refer to any Class One workgroup in the state of Washington.

### WHAT ARE CLASS ONE WORKGROUPS?

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 1 group. Throughout this document the word “workgroup” is generally used to refer to any qualifying group.

See [Definitions](#) section.

### WHO IS COVERED UNDER 2SSB 5793?

Anyone volunteering their time and expertise to a "class one group" who is either a) low-income or b) has lived experience that participates in the workgroup can be eligible to receive compensation, provided they are not already being paid for their time on the workgroup and they are participating in an eligible activity. See sections [Definitions](#) and [Eligible Activities](#).

### WHAT COUNTS AS “LOW INCOME”?

"Low income" means an individual whose income is not more than 400% of the federal poverty level. See [Definitions](#) section.

### WHAT ARE THE LIMITS TO COMPENSATION?

There is a \$200 cap on compensation per member, per day, for their work. If a workgroup member is paid \$200 for one day of work and in addition to that compensation they also require reimbursement for gas, hotel, etc., they may also receive that necessary reimbursement in addition to the compensation. There is no limit for daily amounts of reimbursement.

### WHAT COUNTS AS “LIVED EXPERIENCE”?

Lived experience is direct personal experience in the subject matter being addressed by the workgroup. For example, a workgroup on the topic of homelessness might determine someone has lived experience if that person has experienced homelessness. More specifically, an agency

might seek perspectives from those communities who disproportionately experience homelessness. Academic, professional, or second-hand knowledge of the subject matter, while valuable, may not be considered “lived experience.” We also recognize that the relevance of “lived experience” can change significantly over time. When possible, workgroups should prioritize including members whose lived experience is as recent and as relevant to the subject matter as possible.

See [Definitions](#) section.

#### IS COMPENSATION MANDATORY?

Agencies are authorized, but not required, to offer stipends and reimbursements to eligible members of class one groups consistent with RCW 43.03.220 and these guidelines. If agencies offer stipends and reimbursements, they should offer it to all eligible members of that workgroup. Members may elect to not receive the stipend.

#### HOW MANY TIMES CAN AN AGENCY COMPENSATE THE SAME INDIVIDUAL?

There is no limit to the number of times one person may receive compensation. Agencies should develop extensive community networks so as not to partner with the same individuals repeatedly, thus ensuring they are getting broad representation across Washington.

#### WHEN DOES TRAVEL STATUS BEGIN?

Travel typically begins when the workgroup member initiates their trip to the meeting location (ie: getting in a car or entering public transit). Rules around travel reimbursement are further outlined by the Office of Financial Management. More information can be found here: <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel>. If an agency chooses to provide stipends including travel time, the total stipend for the eligible activity time and travel time cannot exceed the \$200 cap per day.

#### WHAT WORK QUALIFIES FOR COMPENSATION?

Attending meetings or performing any other duties assigned by the chairperson or leader of the workgroup can be eligible for compensation. See [activities for eligible compensation](#) section.

#### WHAT IS A STATE WARRANT AND IS IT RELATED TO AN ARREST WARRANT?

A state warrant is simply another way of saying a check. In other words, it is a way of compensating people with a paper check similar to what one would receive at a regular job. Checks can be taken to a bank in order to deposit the money into an account, or receive cash in

exchange. The term “state warrant” is not the same as a warrant for arrest and is not related in any way to the criminal justice system.

#### DO WORKGROUP MEMBERS HAVE TO VERIFY THEIR OWN INDIVIDUAL INCOME, THEIR FAMILY’S INCOME, OR BOTH?

Workgroup members receiving compensation based on their low-income status may be asked to verify that their household’s total income qualifies as low income (for details on this algorithm, see compensation mechanisms section of this document). See [definitions](#) and [income verification](#) sections.

#### WHEN SHOULD AGENCIES CONSIDER SEEKING ADVICE FROM OOE, OFM OR THEIR ASSIGNED AAG?

- If a class one workgroup member will earn \$600 or more in compensation in a year.
- If there are questions about whether a particular group meets class one status, or a particular activity is eligible for the stipend or reimbursement.
- If there are questions about how to define “lived experience” for a particular group.
- If there are questions or concerns relating to public records compliance.
- If reimbursements are needed for technology or services for community member participation.
- When seeking to contract with an organization to facilitate the distribution of stipends for community participation in workgroups for the first time

## INDEX OF ACRONYMS & COMMONLY-USED TERMS

|                  |   |
|------------------|---|
| <b>2SSB 5793</b> | Second Substitute Senate Bill (2SSB) 5793 is the enacting legislation for community compensation  |
| <b>AAG</b>       | Agency-assigned Attorney General  |
| <b>ACH</b>       | Automated Clearing House, a tool for issuing payments used by US Bank   |
| <b>COM</b>       | Department of Commerce  |
| <b>CSD</b>       | Community Services Division   |
| <b>DCYF</b>      | Department of Children, Youth & Families  |
| <b>DOH</b>       | Department of Health  |
| <b>DSHS</b>      | Dept. Of Social & Health Services   |
| <b>DVA</b>       | Department of Veterans' Affairs   |
| <b>EFS</b>       | Economic Feasibility Study  |
| <b>ESD</b>       | Employment Security Department  |
| <b>HCA</b>       | Health Care Authority   |
| <b>OFM</b>       | Office of Financial Management, an office that provides fiscal services to Washington state government, legislature, agencies, etc.   |
| <b>OSPI</b>      | Office of Superintendent of Public Instruction  |
| <b>OST</b>       | Office of the State Treasurer   |
| <b>PRA</b>       | Public Records Act  |
| <b>RCW</b>       | Revised Code of Washington, refers to existing laws on the books and this acronym typically precedes a reference number which makes it possible to find the text of the law in question. The full Revised Code of Washington can be found here: <a href="https://apps.leg.wa.gov/rcw/">https://apps.leg.wa.gov/rcw/</a> |
| <b>SSA</b>       | Social Security Administration  |
| <b>SWV</b>       | Statewide Vendor (number)   |
| <b>UW</b>        | University of Washington  |
| <b>WAC</b>       | Washington Administrative Code, refers to state law that is established by statute in order to regulate executive branch agencies. The full WA Administrative Code can be found here: <a href="https://app.leg.wa.gov/wac/">https://app.leg.wa.gov/wac/</a>   |

## CONTACTS

**Accounting:** Agencies should contact their internal accounting department should follow the agency internal process if different. Your [OFM accounting assistant](#) is also available for assistance.

**Budget:** Agencies should contact their internal budget department should follow the agency internal process if different. Your [OFM budget assistant](#) is also available for assistance.

**Equity:** Agencies should contact their internal equity department or should follow the agency internal process if different. The Washington State Office of Equity @ [info@equity.wa.gov](mailto:info@equity.wa.gov) is also available for technical assistance and support.

**Legal:** Agencies should contact their internal legal department should follow the agency internal process if different. Your assigned AAG is also available for assistance.

**Policy:** Agencies should contact their internal policy department should follow the agency internal process if different. Your [Governor's Policy Advisor](#) is also available for assistance.

