

Community Compensation Program – Disbursement Job Aid

Overview

The Department of Corrections has created the Community Compensation Programs to implement 2SSB 5793 – Lived Experience Compensation. This job aid is intended for Disbursement staff to support payment of compensation to community members.

Background

[2SSB 5793](#) – Lived Experience Compensation was enacted during the 2022 Legislative Session. The intent of this legislation is to encourage state agencies to have equitable public policy discussions that include community members directly impacted by that policy and to take steps to remove barriers to their participation. Any part-time board, commission, council, committee, or other similar group established by DOC which functions primarily in an advisory, coordinating, or planning capacity is now considered a class one group. Individuals participating on class one workgroups that meet the eligibility criteria or lived experience or low income are eligible for compensation. Compensation amounts and other guidelines are provided in the Office of Equity’s [Compensation Guidelines](#).

The chairperson or designee plays a significant role as the primary point-of-contact for community members participating on DOC groups and providing assistance to qualified community members seeking compensation:

- Sending and receiving Community Compensation Program Application forms and inviting community members to participate on DOC groups.
- Meeting facilitation, including providing community member meeting materials, and scheduling meetings.
- Assigning work and pre-approving all work activities of community members on DOC groups.
- For community members seeking compensation, providing them a copy of the Community Member Acknowledgment form, and the Community Member Compensation Request form.
- Reviewing and providing pre-approval of compensation requests that are then sent to DOC Business Services for review, final approval, and payment.
- Including a Meeting Attendance Roster listing event details and information on member attendance with any Community Member Compensation Request form.
- Refer to the Community Compensation Program – Chairperson Guidelines for more information.

It is the duty of the chairperson to assist the community member with the completion of forms, including the Community Member Compensation Request form. The chairperson also provides the initial approval of the compensation request form, verifying that the request is valid and accurate based on the pre-approved work activities completed by the community member, and then forwards the form and any receipts to DOC Business Services for review, final approval, and payment.

Procedure

An interim process is being implemented to quickly establish temporary, basic streamlined procedures to implement minimal components of a Community Compensation Program at DOC. Background information is being provided so that Disbursements has some program understanding to put the program in context and can provide reasonable oversight on compensation accuracy prior to payment.

The Comptroller will assign the position(s) that will process payment/reimbursement for the Community Compensation Program.

ELIGIBILITY:

Program eligibility – In the interim process, the agency Secretary and the appropriate Assistant Secretary will approve any class one workgroup requesting to pay compensation.

Member eligibility- The Class One Workgroup Chair will invite community members to the workgroup and act as the primary point of contact.

Work activity eligibility - The Class One Workgroup Chair will approve and track all work activities for members of their workgroup. Work activities will generally fall into two categories:

- Attending official meetings: Examples of official meetings may include full workgroup meetings, subgroup, task force, or subcommittee meetings, community feedback sessions, and travel time; and,
- Performing statutorily prescribed duties approved by the chair: Examples of performing statutorily prescribed duties approved by the chair includes but is not limited to reviewing and commenting on a plan, producing or reviewing written content such as research or reports, meeting preparation, attending an outreach meeting, conference or training, and other one-time events.

COMPENSATION:

The Office of Equity Guidance sets the compensation amounts that agencies are required to pay for stipends and the reimbursement rates for Elder/Child care costs. The Office of Financial Management (OFM) SAAM provides guidance on travel and mileage reimbursements.

Stipends Amounts – compensation rates are provide in the Office of Equity Guidelines and may be referenced with this link: [Mechanics for Stipends & Reimbursement | Office of Equity \(wa.gov\)](#)

Stipend compensation for ongoing DOC groups is set at:

- \$45 per hour, not to exceed \$200 for each day during which the member attends ongoing official meetings or performs statutorily prescribed duties approved by the chairperson of the DOC group, based on the following schedule:
 - 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

Compensation for one-time events is set at the flat rate of:

- 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

Note: the time calculation is cumulative so if member comes and goes to/from a meeting the total time is calculated and rounded up to the nearest hour to apply the compensation rate.

Child/Elder Care:

Child and adult care reimbursement rates are set at the maximum amount as follows:

- 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

Community members will submit the bill or invoice received from the care provider for child or adult care services or confirmation of payment (e.g. traditional receipt or a screenshot of a money transfer through apps like CashApp or Venmo) are allowable to make it as easy as possible for community members to receive reimbursement. The chairperson will provide this

documentation with the completed Community Member Compensation Request form.

Travel Per-Diem and Mileage:

In certain circumstances, travel may be authorized for a Community Member to participate.

OFM has two options for reimbursement of Boards, Commissions, or Committees. SAAM Chapter 10.70.30.b in summary: Option 1: Participants are considered to be in travel status and the 11-hour rule and the official duty station rules do not apply. Option 2: travel is reimbursed the same as state employees.

The Department has chosen Option 2 and will follow the normal rules for state employees that includes:

- Members are reimbursed allowable meal and lodging expenses at the same rates as regular state officials and employees, unless otherwise provided in statute. Refer to Subsection 10.30 and 10.40 for qualifications.
- Members must meet the 11-hour rule to qualify to be placed in travel status.
- Meals that are provided at the meeting are to be excluded from per-diem reimbursement.
- Claims for reimbursement **should be** submitted on a Travel Expense Voucher (form A20-A).
- Use of this option for reimbursement requires prior written approval from the agency head or authorized designee.
- Meets the IRS requirements of an accountable plan- which means travel is not taxable if overnight stay is involved.

DOCUMENTATION FOR PAYMENT:

In order to ensure adequate documentation to support the payment/reimbursement, the following documentation is required for payment.

Stipend:

- Community Member Compensation Request form (DOC Form 02-267). This is completed by the community member and approved by the DOC Workgroup Chair.
- For meeting stipends, either of these forms or both of attendance is accepted and must be provided by the DOC Workgroup Chair:
 - Community Compensation Attendance Roster- this is for in-person meetings and is a sign in/out list. The “For Official Use

Only” column is to calculate the total attendance time. That number is rounded up to the next nearest hour.

- TEAMS Attendance Report- this is a report that can be found in the chat of the meeting and then downloaded in Microsoft Excel by the person that scheduled the TEAMS meeting. This document must saved as a pdf and electronically certified/signed by the DOC Workgroup Chair. This report automatically calculates the total attendance time. If the attendance report identifies a person by their phone number because they called into the meeting then the DOC Workgroup Chair is responsible to note the workgroup member name for cross referencing to the Compensation Request before saving as a pdf.

Other statutory authorized work

Because other statutory authorized work isn’t as straight-forward as meeting attendance, the Chairperson must document what work was authorized outside of meeting attendance and ensure clear communication is made the to community members.

Two important considerations to remember are:

- Consideration is limited to \$200/day which is reached for time over four hours. For example, six hours of work in one day is compensated at just \$200.00.
- Keep track of dates and the associated hours authorized on those days.
- If the time requested of the community member is not specific to a date but may be accomplished over multiple days, in a similar format provide below.
- Do not accumulated multiple days into one number. It may exceed the \$200.00 anything over four hours compensation maximum single day limitation.

Statutory Authorized Work Log (example)

Member Name:		Suzie Workgroup Member
Date	Hours Worked	Activity
3/26/2023	2.3	Reviewed DOC Policy ###.### for Workgroup Chairperson
3/27/2023	1.0	Participated on a TEAM call to discuss feedback on policy.
3/29/2023	2.0	Internet research on practices of other states, counties, etc.
4/02/2023	0.25	Talk to Chairperson on next steps.



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Authorized by:	Print:
Date: 4/14/2023	Signature:

Child or Elder Care: the documentation required in the OE Guidelines are fairly lenient with regard to form. Disbursement staff should work with DOC Workgroup Chair to obtain reasonable invoice, receipts or payment documentation. If there is any question as to whether the documentation meets audit guidelines, please contact the Comptroller for guidance.

Travel, per-diem and mileage: follow the documentation for normal employee reimbursement. The Community Member should be provided the Excel version of the A-20A for documentation of travel. The DOC Workgroup Chair will approve the voucher for accuracy and the Travel Desk will review for compliance. Payment will be processed the by the processor assigned to pay Community Compensation Program expenses.

Change History

Date	Change History
03/09/2023	New process drafted.
5/3/2024	Updated links and form #s