

Lived Experience Compensation

A stipend for meeting attendance **may be available dependent on funding** to group members who have lived experience, which is defined as *“direct, personal experience that is relevant to the subject matter being addressed by the group (RCW 43.03.220).”*

If any of the following criteria applies to you, you may be eligible to receive the stipend **if funding is available**:

- Your household income is less than 400% of the Federal Poverty; **or** you have lived experience, as defined above.
- You **are not** being compensated by your employer to attend the meeting.

Do you qualify to receive a stipend? Yes NO

If **YES**, would you like to receive a stipend for the meetings you attend **if funding is available**? Yes NO

- If **YES**, we will ask you to complete and submit the following forms to DCYF staff **if** you would like to receive payment by check in the mail or direct deposit:
 - Statewide Vendor Form
 - Direct Deposit Form
 - W-4 form **only** for those who fill an appointed board member position

If you would like to receive payment by pre-paid gift cards if funding is available, please check this box. Yes

Reimbursement

Per RCW [43.03.050](#) and [43.215.020](#), DCYF will pay for your air travel, hotel rooms, meals and mileage. For hotel and/or airfare, DCYF will make all travel arrangements and payments; all reservations must be reserved as refundable. If you do not make the flight and a refund is sent to you, the refunded costs must be returned to the state. If you have a reservation made at a hotel in your name and you do not cancel 72 hours prior to your stay and it results in a charge to the agency, then you are obligated to pay those funds back to the state.

You will be reimbursed for your travel expenses by completing DCYF Non-Employee Travel Reimbursement form. Current rates for travel can be accessed at: <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel>.

Reasonable Allowances

In addition to stipends and reimbursement members with lived experience are also eligible to receive “reasonable allowances” to cover childcare and adult care costs which are incurred due to meeting attendance. **Please note, reasonable allowances may be available dependent on funding.**

“Reasonable allowances” means allowed costs. It is not a reimbursement, but a payment that is deemed “reasonable” to cover those costs. The availability of compensation for reasonable allowances can change at the discretion of the director of the Office of Financial Management.

Please sign and date below if you agree to and understand this information. *(Type-written signature is acceptable)*

MEMBER NAME: _____

SIGNATURE: _____ DATE: _____

**Please note: any stipend amount received in a calendar year totaling \$600 or more will require reporting to the Internal Revenue Service (IRS) through a 1099-MISC form. DCYF will report the earnings to the IRS and send you a 1099-MISC form by January 31 of the following calendar year.*