

Community Compensation Program: Onboarding and Guidance

DES Group: Business Diversity Advisory Group (BDAG)

Welcome

Thank you for participating on the the Business Diversity Advisory Group and helping DES reduce barriers for small, diverse, and veteran-owned businesses to participate in state contracts for goods and services.

Approved participating members of BDAG qualify for compensation under the Community Compensation Program outlined in [RCW 43.03.220](#). There are several important things to know, including the role of the chairperson for BDAG, the availability of compensation for eligible individuals, requirements if you are seeking compensation, accessibility options, and a general overview of the impacts of the Public Records Act (PRA) and public disclosure requirements.

Chairperson

The Chairperson of your DES group or their designee (including support staff) is your primary point-of-contact. the current Chairperson is Kim Sauer for:

- Receiving a copy of the Community Compensation Program Application form and inviting you to be a member of the DES group.
- Meeting facilitation, including providing you with meeting materials and scheduling meetings.
- Assigning work and pre-approving all work activities of the DES group.
- For those seeking compensation, providing you with a copy of the DES BDAG Acknowledgment form, and BDAG Compensation Request form.
- Reviewing and providing pre-approval of compensation requests that are then sent to DES Business Services for review, final approval, and payment.
- Helping you navigate available accessibility options, including:
 - American Sign Language (ASL), Communication Access Real-time Transcription (CART), and Spoken Word interpretation services.
 - Offering meeting materials in both print and digital form with large print options, and in in available primary languages used by DES group members.

Contact Kim Sauer at DESPIEProgram@des.wa.gov or (360) 688-4915.

Compensation Eligibility, Amounts, and Other Considerations

Individual Eligibility

To be eligible for compensation, an individual must meet one of the two following criteria:

1. **Lived Experience:** Direct personal experience in the subject matter being addressed by the DES board, commission, council, committee, or other similar group. Lived experience is considered direct personal experience in the subject matter being addressed by the DES group.
2. **Low Income:** An individual whose income is not more than 400% of the federal poverty level, adjusted for family size.

All participating members of BDAG qualify under lived experience and do not need to verify their income.

Eligible Work Activities

Eligible individuals receive compensation only when performing statutorily prescribed duties approved in advance by the chair(s) of a DES group, such as attending official ongoing full group meetings, subgroup, or subcommittee meetings, community feedback sessions, and related travel time. Other examples include but is not limited to reviewing and commenting on a plan, taking a survey, 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.

Otherwise Compensated

An individual that is already being paid for their participation in a DES group by another party is not eligible for compensation under DES's Community Compensation Program. This means that if an individual participating on an ongoing DES group or in a one-time event is already receiving hourly wages, salary, or any other kind of payment for their participation in the group or event, they are being otherwise compensated, and are therefore ineligible for additional. 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 government agencies to help inform public policy.

Compensation Amounts and IRS Requirements

- Stipend compensation for ongoing DES groups is set at:

- o \$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 DES 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

If a DES group member earns \$600 or more in compensation, not including reimbursements, 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 state agency for participating in multiple workgroups, this \$600 amount is applied per agency and is not calculated cumulatively.

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

DES group members need to submit the bill or invoice received from the 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).

In certain cases, reasonable allowances for per diem can be approved by your DES group Chair for lodging, meals, and privately-owned vehicle mileage expenses. The most current reimbursement per diem rates are available on [Office of Financial Management’s \(OFM\) website](#). These rates are updated in accordance with the [US General Services Administration](#). Per diem rates are updated in annually in October. These allowances should not be confused with stipend payments, which are compensation offered in exchange for a DES group member’s time and efforts, as opposed to compensation to cover practical costs incurred in the course of work that require reimbursement.

All stipend and reimbursement request must be submitted within 90 days of the meeting.

Payment Options and Statewide Vendor Numbers

There are couple options to disburse payments to individuals working on DES Groups, all of which have different considerations:

- Direct deposit
- State warrant (paper check)

Direct Deposit

Direct deposit into a domestic bank account is the easiest and fastest option for payments. An individual must be willing to obtain a statewide vendor number and share their bank account details with the Office of Financial Management to receive payment. Once a Community Member Compensation Request form is approved and processed, the payment deposited directly into your bank account.

State Warrant (Paper Check)

Another payment option is to request a paper check. Obtaining a paper check as payment also requires that an individual obtain a statewide vendor number. When you sign up for a statewide vendor number, you must choose either direct deposit or a warrant (paper check) option as your method of payment.

The paper check option often takes longer for payment due to mailing time. The Office of the State Treasurer (OST) has an agreement with US Bank to cash state warrants for individuals at US Bank branches in Washington State (note: US Bank may charge the payee a \$10.00 fee per paper check cashed). 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 paper check.

Statewide Vendor Number

A statewide vendor number is required whenever payments are made through the state's accounting system. Requesting a statewide vendor number only needs to be done once by an individual participating on a DES Group. When seeking payment for the first time, group members with previously existing statewide vendor numbers should check to make sure their number is still active as numbers can expire.

You can confirm that a vendor number does not already exist by searching the [Vendor Number Lookup](#). If no vendor number exists, you can obtain a vendor number by visiting [Statewide Vendor/Payee Services](#) and completing the [Vendor/Payee Registration Form](#). When completing section 3 of Part B on the form, check the option *Lived Experience - Class 1*. DES group members have the option of setting up direct deposit to a bank account or receiving a paper check via mail. Once the form is submitted, an individual's statewide vendor number will be sent to the email provided within 3-5 business days.

Eligibility and Amounts Impacted

Federal and state income-based programs such as those that provide assistance with housing, health care, money for food, and other living expenses typically require reporting of any earnings by the recipient receiving the assistance. Many people are enrolled in more than one of these programs. Please be aware that stipends and gift cards may also be considered income and could impact these benefits programs.

As allowable by federal and state law, state agencies have been directed to minimize, to the greatest extent possible, the impact of stipends and reimbursements on public assistance eligibility and benefit amounts. However, please be aware of possible benefit impacts, and encourage you to contact these respective agencies for any needed benefits counseling.

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

Public Records Act (PRA) and Public Disclosure

Please be aware that the work of any state or local government agency is subject to the requirements of the Public Records Act (PRA), RCW 42.56. This means that all records created, owned, used, or maintained in the conduct of DES business must be provided upon request and is subject to release under the PRA, unless there is a specific legal exemption that applies. This includes records such as emails from community members participating on DES groups sent to their chairperson and any attached documents.

Resources

[RCW 43.03.220 Compensation of members of part-time boards and commission- Class one groups.](#)

[BDAG Webpage](#)

Next Steps:

Thank you for participating on this workgroup. If you have attended a meeting for this workgroup on or after April 2024, and want to apply for the Community Compensation Program, complete the following documents and submit them to DESPIEProgram@des.wa.gov .

- Acknowledgments
- Application

Contact your chairperson Kim Sauer at DESPIEProgram@des.wa.gov or (360) 688-4915.