

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**DEPARTMENT ON DISABILITY SERVICES**



<b>POLICY</b>	
Department on Disability Services	Subject: Stipends
Responsible Program or Office: Office of the Director	Policy Number: 2013-DDS-POL010
Date of Approval by the Director: August 27, 2013	Number of Pages: 2
Effective Date: August 27, 2013	Expiration Date, if Any: N/A
Supersedes Policy (Dated): N/A	
Cross References, Related Policies and Procedures, and Related Documents: Stipends procedure.	

**1. PURPOSE**

The purpose of this policy is to establish a system through which the Department on Disability Services (DDS) may offer stipends to the people the agency supports, their families, and other unpaid supporters, in recognition of their participation in official DDS committees and activities.

**2. APPLICABILITY**

This policy applies to all people whom DDS supports, their families, and other unpaid supporters. It also applies to all DDS staff and contractors.

**3. AUTHORITY**

The authority for this policy is established in DDS as set forth in D.C. Law 16-264, the "Department on Disability Services Establishment Act of 2006," effective March 14, 2007 (D.C. Official Code § 7-761.01 *et seq.*).

**4. POLICY**

It is the policy of DDS, based on funding availability, to offer stipends to the people DDS supports, their families, and other unpaid supporters, who participate in designated DDS meetings and activities. In order to receive a stipend, the person must not be employed full time or must forfeit wages so that he or she can attend DDS committee meetings and/or for

people who incur transportation and/or childcare expenses in order to attend the meeting if those expenses would cause a hardship.

## 5. RESPONSIBILITY

The responsibility for this policy is vested in the Director, Department on Disability Services.

## 6. STANDARDS

- A. Upon request, the people DDS supports, their families, and other unpaid supporters, may receive a stipend for attendance at and participation in designated or otherwise approved DDS committees and activities.
- B. People who elect to receive a stipend shall submit an Office of the Chief Financial Officer (“OCFO”) Travel and Expense Voucher Form and a DDS Stipend Request form. The DDS staff member who either chairs the Committee, or who is the facilitator of the activity or Committee, shall co-sign the DDS Stipend Request form.
- C. Stipends are set at \$10 for a one-hour committee meeting or activity; \$20 for a two-hour committee meeting or activity; \$30 for a 3-hour meeting or activity, \$40 for 4 hours, up to a maximum of \$50 for a meeting or activity that is 5 or more hours. People with intellectual disabilities are eligible to count their preparation time in the length of meeting/activity, still adhering to the \$50 per meeting maximum rate to cover their preparation time and the meeting itself.
- D. People who have transportation costs are also eligible for a \$10 stipend, subject to the \$50 per meeting maximum rate.
- E. A person who needs child care is eligible for an additional stipend set at \$10 an hour per Committee meeting or activity, including transportation time, up to a maximum of \$50 per meeting.
- F. Stipends are limited to a total of \$600 per person each calendar year.
- G. Stipends may not be paid for using Medicaid funds.

  
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Laura L. Nuss, Director

  
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Approval Date