

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



PROCEDURE	
Subject: Stipends	Procedure No.: 2013-DDS-PR019
Responsible Program or Office: Office of the Director	Effective Date: August 26, 2013
	Number of Pages: 3
Cross References, Related Policies and Procedures, and Related Documents: Stipends policy.	

1. PURPOSE

The purpose of this procedure is to establish the operations that govern the way the Department on Disability Services (“DDS”) offers stipends for the people the agency supports, their families, and other unpaid supporters, in recognition of their participation in approved or designated 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. PROCEDURES

A. Eligibility for Stipends

1. Based on funding availability, DDS may offer stipends for the people the agency supports, their families, and other unpaid supporters, in recognition of their participation in designated or otherwise approved official DDS committees and activities. Stipends shall be available only for people who are not employed full time or must forfeit wages so that he or she can attend the meeting or who incur additional transportation or childcare expenses that would cause a hardship.
2. Participation in the following committee meetings and activities may be eligible for stipends. Other committees and activities may be eligible, upon approval by the DDS Director, or his or her designee.

- a. Developmental Disabilities Administration (“DDA”) Advisory Committee
- b. DDA Advocates Policy Review Group
- c. DDA Policy Review Group
- d. Human Rights Advisory Committee
- e. Mortality Review Committee
- f. Quality Improvement Committee
- g. Restrictive Controls Review Committee
- h. State Rehabilitation Council
- i. Statewide Independent Living Council
- j. Supporting Families Community of Practice activities

B. Requesting & Processing Request for Stipends

1. Stipends are voluntary. 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 within two weeks of the qualifying meeting or activity.
2. The DDS staff member who either chairs the Committee, or who is the facilitator of the activity or Committee, shall assist the person to fill out the forms, if needed. He or she shall also co-sign the DDS Stipend Request form, confirming the person’s participation for the length of time stated.
3. The DDS staff person shall submit the Travel and Expense Voucher form and DDS Stipend Request, within 5 business days, to the assigned Administrative Specialist who coordinates travel for the appropriate Administration.
4. The assigned Administrative Specialist shall secure the signature of the appropriate DDS Deputy Director on the Travel and Expense Voucher form and DDS Stipend Request form, authorizing disbursement of funds.
 - a. Stipends requests for the DDA Advisory Committee, DDA Advocates Policy Review Group, DDA Policy Review Group, Human Rights Advisory Committee, Mortality Review Committee, Quality Improvement Committee, Restrictive Controls Review Committee and Supporting Families Community of Practice activities shall go to the DDS Deputy Director for DDA.
 - b. Stipends requests for the State Independent Living Council and the State Rehabilitation Council shall go to the DDS Deputy Director for the Rehabilitative Services Administration.

5. The assigned Administrative Specialist shall submit the signed Travel and Expense Voucher form and DDS Stipend Request form to the OCFO for payment processing.
6. OCFO will issue a check by mail to the person at the address listed on the Travel and Expense Voucher Form within thirty calendar days.

C. Calculating Stipends

1. Excluding child care, stipends may not exceed \$50 per person, per meeting. Subject to that maximum rate, people may be eligible to receive a stipend based on the following:
 - a. 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 committee 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 to cover their preparation time and the meeting itself.
 - b. People who have transportation costs are also eligible for a \$10 stipend, subject to the \$50 per meeting maximum rate. As examples: a person who attends a 2 hour meeting and has transportation costs would be eligible for a \$30 stipend; a person who attends a 5 hour long activity and has transportation costs would be eligible for a \$50 stipend.
2. A person who needs child care is eligible for an additional stipend based on the length of the meeting or activity, including transportation time, subject to a maximum of \$50 per meeting.
3. Stipends may not be paid for any portion of expenses which are paid by another agency or source.
4. Stipends are limited to total of \$600, per person, per calendar year. The assigned Administrative Specialist shall track stipend requests and advise the DDS Deputy Director when a person has reached the \$600 maximum.