



Monterey County Behavioral Health Policy and Procedure

Policy Number	140
Policy Title	Stipends Policy
References	WELFARE & INSTITUTIONS CODE 5600.2 AND 5848(a) MONTEREY COUNTY HEALTH DEPARTMENT VOLUNTEER POLICY #30-10
Form	ATTACHMENT 1: INVOICE – COUNSUMER/YOUTH/ FAMILY MEMBER/CAREGIVER STIPEND ATTACHMENT 2: W-9 FORM
Effective	JULY 2007 REVISED: NOVEMBER 2007 REVISED: JANUARY 1, 2009

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POLICY

It is the policy of Monterey County Health Department, Behavioral Health Division (BHD) to compensate consumers, youth, family members, and parents/ caregivers of children, youth and adults who receive behavioral health services related to activities as stakeholders in BHD committees and stakeholder meetings, and when assisting BHD by completing special project tasks related to program planning and policy development. BHD encourages and appreciates consumer and family member participation in any activity.

An elemental concept in the Mental Health Services Act (MHSA) is that community mental health programs develop consumer, youth and family-driven systems of care. Under this model, consumers and youth identify their needs and preferences, which lead to the programs and providers that will help the most. Their needs and preferences drive the policy and financing decisions that affect them.

Monterey County Behavioral Health is committed to the fullest possible involvement of consumers, youth and family members/caregivers in planning, developing, providing and evaluating services for consumers of all ages. BHD values the participation of consumers, youth and family members/caregivers and benefits from the meaningful and significant involvement of consumers, youth and family members/caregivers.

PURPOSE

This policy is intended to provide a mechanism to promote participation and fairly compensate consumers, youth and family members/caregivers for their participation in BHD activities, including participation on committees, workgroups, stakeholder meetings, consultations, focus groups, special projects, program review activities and hiring panels.

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This process must be culturally competent and ensure that monolingual consumers, youth and family members/caregivers and consumers with disabilities have opportunities to contribute.

Standards established by the California Department of Mental Health for the MHSA state that, "Community Program Planning must include meaningful involvement of consumers and families as full partners from the inception of planning through implementation and evaluation of identified activities." Welfare and Institutions Code Section 5892(c) states that, "The planning costs shall include funds for county mental health programs to pay for the costs of consumers, family members and other stakeholders to participate in the planning process," which means that counties are funded to pay for these costs.

ELIGIBILITY

- A. Consumers, youth and family members/caregivers who participate in the following approved activities as stakeholders are eligible to be compensated with prior approval from the Ethnic Services Manager, MHSA Coordinator or other managers designated by the Behavioral Health Director:
 - 1. Participation in BHD approved committees;
 - 2. Participation in BHD approved stakeholder meetings;
 - 3. Participation in other BHD approved planning, program review, and policy development workgroups, focus groups or meetings;
 - 4. Assisting BHD by completing special projects related to planning and policy development; and
 - 5. Participation in hiring panels.
- B. Exclusions: Attendance at a public meeting designed to offer opportunities for general input or for attendees to gain general knowledge will not qualify for compensation or reimbursement (e.g., attendance at a County Mental Health Commission meeting, or at a large community forum concerning BHD services or planning).
- C. Consistent with Section 5604.3 of the Welfare and Institutions Code, County Mental Health Commission members may be reimbursed for actual and necessary expenses incurred incident to the performance of their official duties and functions. Expenses may include travel, lodging, childcare and meals for members while on official business as pre-approved by the Director of Behavioral Health.

PROCEDURE

- A. If a consumer, youth or family member meets the eligibility requirements, previously approved compensation will be provided in one or two ways, as agreed upon by the consumer, youth or family member/caregiver, and the manager designated by the Behavioral Health Director.

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1. No compensation will be provided if the consumer or family member prefers to participate as an unpaid volunteer.
 2. Consumers, Youth and Family members/caregivers who participate in pre-approved meetings and/or activities are eligible for a stipend. The stipend amount for two (2) meetings regardless of length is \$25.00, to be issued in the form of a "gift card". See Attachment 1.
- B. To receive a stipend, consumers, youth and family members/caregivers must:
1. Sign in when arriving at a meeting;
 2. Note name of manager approving participation on sign-in sheet;
 3. Arrive not more than 20 minutes late to any meeting;
 4. Sign out upon leaving a meeting;
 5. Be present at each meeting for a minimum of:
 - * If meeting is 6-8 hours long, need to be at meeting for 5-7 hours
 - * If meeting is 4-6 hours long, need to be at meeting for 3-5 hours
 - * If meeting is 1-3 hours long, need to be at meeting for 1-2 hours.
- C. No additional compensation will be available if participation by a consumer, youth or family member/caregiver is considered paid work time, either through Monterey County or another employer.
- D. If a meeting is cancelled, the meeting facilitator should make attempts to contact all expected and regular participants to inform them of the cancellation by using the last known telephone number, last known e-mail address, and by personal communication. Consumers, youth and family members/caregivers should ensure that current phone numbers and e-mail addresses are provided to meeting facilitator and BHD.

105 INVOICE

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107 For compensation through a stipend, the consumer, youth or family member/caregiver will submit an Invoice for
108 Consumer/Youth/Family Member/Caregiver Stipend (Attachment 1).

110 PROCESSING CLAIMS

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112 Procedures for processing claims for compensation are as follows:

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114 A. The meeting facilitator should complete the following steps:

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116 1. Confirm that the consumer, youth or family member/caregiver had prior
117 approval for attendance at the meeting though notation on the meeting
118 sign-in sheet.
 - 119 2. Confirm that the hours stated on the Invoice for Consumer/Youth/Family
120 Member/Caregiver Stipend is correct by verifying signatures on sign in
121 sheet.
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3. Confirm that the consumer/youth/family member/caregiver's mailing address, telephone number and signature have been entered on the forms submitted.
4. Approve by signing and dating the forms.
5. Submitting the signing sheets and forms to designated staff.

B. A designated BHD staff person should complete the following steps:

1. Confirm that all meetings claimed were added correctly and signatures were obtained.
2. Complete all necessary BHD documentation to obtain stipend compensation, based on the information from the Invoice for Consumer/Youth/Family Member/Caregiver Stipend.
3. Submit the approved documents, including sign in sheet and requests for reimbursement, to BHD Accounting to process payment for the Invoice for Consumer/Youth/Family Member/Caregiver Stipend.

C. BHD Accounting staff should complete the following steps:

1. Route claims to the Behavioral Health Director designee for authorization to issue stipend(s).
2. Inform the meeting facilitator and the Manager if any problems arise that may prevent or delay the processing of the compensation.

IMPACT ON BENEFITS AND IRS REPORTING REQUIREMENTS

- A. BHD will abide by all IRS reporting requirements as directed by County Counsel. If an individual receives SSI and/or SSDI benefits, it is the individual's responsibility to contact Social Security to determine how the compensation may affect benefits.
- B. BHD will issue 1099 tax-reporting forms (manager's responsibility) to anyone who receives \$600 or more in a calendar year, which will be generated automatically by the auditor/controller at the end of the year (W 2 to county employees). Staff will inform each person receiving stipends that any income will be reported to the IRS in a miscellaneous 1099. All consumers, youth and family members/caregivers requesting stipend compensation will be required to complete a W-9 Form. Failure to complete a W-9 would result in non-payment. If a case manager/program manager feels there are special circumstances pertaining to an individual's stipends situation, that issue will be directed to the Fiscal Section. (Attachment 2).

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