

State of Vermont Agency of Human Services (AHS)

Policy Title: Consumer Reimbursement Policy 2.02	Revision Date: 5.1.20
Attachments/Related Documents:	Revision Number: 1
Name/Title of Authorizing Signature: Michael K. Smith Secretary of AHS	Effective Date: 5.18.06
<input checked="" type="checkbox"/> Trauma Informed Review	

Authorizing Signature: 

POLICY STATEMENT:

The purpose of this policy is to provide direction for AHS Departments and Divisions regarding the provision of stipends and expense reimbursement per 32 V.S.A. § 1010 for individuals or their family members who are appointed by a state official to serve as a member on a formal AHS board, committee, task force, or other workgroup because of their experience of receiving AHS services.

BACKGROUND:

The Agency of Human Services strongly values the participation and input of individuals who receive AHS services and their family members regarding its policies, planning and service evaluation activities. As such, AHS wants to ensure that such individuals who are appointed by a state official to serve on an official AHS board, committee, task force, or other workgroup receive compensation when they are not reimbursed from other sources, and receive any needed accommodations to successfully attend the meetings. The policy provides minimum direction/guidelines for AHS departments and divisions regarding the provision of these supports to individuals and families serving in this capacity.

SCOPE:

This policy applies to all AHS Departments and Divisions.

GUIDELINES:

¹ <https://legislature.vermont.gov/statutes/section/32/015/01010>

Stipends for Attending Meetings: Unless otherwise provided by statute, members not paid or otherwise compensated by another organization, agency or other source to attend AHS official meetings will, upon request, be given a stipend of \$50 devoted to official duties. This stipend is intended to reimburse member expenses such as childcare, respite, attendant care, and unpaid time away from work. A stipend is equivalent to a per diem rate and does not require the individual to submit receipts to receive the stipend.

Performance of Other Duties Related to Board Business: Members will be compensated for performance of other duties directly related to the efficient conduct of necessary Board business as assigned and approved by the chairperson. Compensation of other duties directly related to the efficient conduct of necessary Board business that is performed by the chairperson must be assigned and approved by the Department or Division. Payment for such duties shall be at the per diem rate prorated for actual time spent performing duties. Proration shall be calculated based on an eight-hour day. Travel time to/from such approved duties is included in the reimbursement calculations. Under no circumstances shall the daily payment exceed the per diem amount.

Expense Reimbursement for Attending Meetings: Members not paid or otherwise compensated by another organization, agency or other source to attend AHS official meetings will, upon request, be reimbursed for expenses as outlined below associated with attending these meetings.

- Round trip mileage will be reimbursed at the current state rate. Reimbursement for charges for gasoline, accessories, damages, repairs, depreciation, anti-freeze, towage, insurance, and other similar expenditures are not allowable.
- Actual and necessary expenses, including the cost of meals, tolls and parking will be reimbursed when incurred while away from the home or office, when completing official duties when receipts are submitted. The cost of alcoholic beverages is never reimbursable.

Procedures for Claiming Stipends and Reimbursements: Members may claim stipends and reimbursements. To claim stipends and reimbursements, members must submit a State of Vermont Personal Expense Claim Form (AAF6A) to the AHS staff who is coordinating the meeting. Expense claim forms may be submitted monthly or whenever a member has incurred expenses. At a minimum, members should report their expenses quarterly.

Reimbursement expenses for expenses incurred more than six months prior to submitting an expense claim form may not be honored.

Accommodations: AHS will make every effort to make meetings and materials accessible to all members. This includes making reasonable provision for people who are deaf, hard of hearing, blind, visually impaired, or have limited English proficiency. This also may include items such as providing meeting materials in a specific format, assistance with specialized transportation needs, assistance in understanding meeting materials before the meeting, and assistance during the meeting.