

Procedures & Guidelines for Financial Support of Parents in Parent Leadership in State Government Advisory Board Business/Activities

*Updated by the
Michigan Public Health Institute
July 13th, 2012*



**Procedures and Guidelines for Financial Support of Parents in Leadership in State
Government Advisory Board Business/Activities**

*The intent of these Procedures and Guidelines is to support the provision of financial support to parents participating in Parent Leadership in State Government Advisory Board-related business and activities while maintaining user-friendly financial procedures and accountability, which leaves clear paper trails for evaluation and audit purposes. **Note: if the procedures and guidelines in this document do not adequately support a parent to participate, MPHI will discuss other options and ideas for how best provide the needed support.***

Why we provide Financial Support for Parents

Since its inception, parent participation has been central to the Parent Leadership In State Government Advisory Board. As detailed in the operating guidelines, at least fifty-one percent of the Advisory Board must consist of representatives participating as Parent Representatives at large (from the parent perspective). Parent Representatives at large shall be parent/guardian of children aged 0-18 who have been or are eligible to utilize specialized public services (e.g. disability, social service, special education, early childhood intervention, mental health, etc.). As a result, all workgroups, trainings or bodies that act on behalf of the *Parent Leadership Advisory Board* are expected to incorporate parents directly in their activities.

Principles

Financial support for parents is based on the following principles:

- Parents are considered essential allies and partners in planning, implementation, evaluation, and training related to the *Parent Leadership Advisory Board*.
- The experience and expertise that parents bring is of great value. Therefore, parents will be compensated for their time and efforts.
- Agencies, organizations, or bodies that act on behalf of the *Parent Leadership Advisory Board* will make essential parent participation a reality. When recruiting parents for activities of partnering and collaboration, the question “What will it take for this parent to fully participate?” will be asked, and the resulting efforts will be evaluated for effectiveness.
- Family diversity is respected. Parents with many diverse perspectives and experiences should be welcomed to share their ideas and input. When recruiting parents to participate, their diversity is honored and pursued. When compensating or reimbursing parents for their participation, diversity in needs should be recognized and responded to in an individualized and creative manner.

Procedures for Financial Support of Parents

PARTICIPATION AND TRAVEL REIMBURSEMENT...

...is generally available to agency appointed and at large parent representatives attending the Parent Leadership In State Government Advisory Board meetings.

Agency Appointed Parent Representatives

Parent Representatives appointed to the Board by one of the funding agency partners shall be supported financially by the agency making the appointment.

Parent Representatives At Large

Parent Representatives at large shall be financially supported to attend through reimbursement from MPHI for attending Parent Leadership in State Government Advisory Board meetings and with prior approval by MPHI, other Parent Leadership In State Government Advisory Board-related business/activities. See the **Rates** chart for further information.

Rates

Participation and travel reimbursement to Parent Representatives at large is paid at a rate of \$16.00/hour, with total time calculated based upon meeting preparation time, actual meeting time, plus travel time to and from the meeting. This reimbursement includes up to one hour preparation for Advisory meetings.

MPHI staff will review the budget on an ongoing basis. If budgetary concerns arise, MPHI will discuss the most cost effective method of meeting participation with Parent Representatives at large who are located more than 100 miles from Lansing. MPHI support staff will notify Board members if this needs to be implemented prior to each meeting.

Completing forms

Forms for requesting participation and travel reimbursement are available from MPHI and should be available at all Parent Leadership Advisory Board meetings and/or other Parent Leadership Advisory Board-related business/activities.

Information needed for form:

- Last four digits of the parent's social security number
- Name/Title of meeting or activity
- Date/Time of meeting or activity
- Meeting preparation start and end times
- Departure and return times for travel to and attendance at meeting
- Task(s) Completed

Submitting forms

Submit completed forms directly to Patricia Losey at MPHI (see below). The address is also listed on the form:

Patricia Losey
Michigan Public Health Institute Systems Reform
2364 Woodlake Drive, Suite 180
Okemos, MI 48864
(517) 324-8311
Fax: (517) 347-6189
plosey@mphi.org

Processing requests

MPHI will review the request for participation and travel reimbursement and, if approved, will generate payment. Generally, parents should receive a check from MPHI in about 7 workdays from when the form was received. If there is a question about a request for Travel Reimbursement, MPHI will contact the parent directly to discuss the question. **Parents have 45 days after the date of the meeting to file for reimbursement consistent with invoicing procedures.**

Taxes/Taxable Income

Your earnings from participation and travel reimbursements are taxable. You will need to report these earnings on your incomes taxes. If you have concerns about how payment received for Parent Leadership Advisory Board-related work will affect you and your family, you should talk to an accountant or the person who prepares your taxes. Additionally, if you are receiving services from government programs that are based on income eligibility you need to report this amount to your caseworker within 10 days of receipt of the Travel Reimbursement.

MEETING AND TRAVEL RELATED EXPENSES...

IMPORTANT for travel related to Parent Leadership Advisory Board meetings: MPHI pays travel reimbursement for Parent Participants.

Rates

Expenses will be reimbursed at approved State rates (mileage, hotel, meals as detailed in Appendix), or for actual costs (tolls, parking, other transportation, and registration for special meetings/events):

Type of Expense	Rates	Conditions/Notes
Mileage	Current State of Michigan Premium Rate- Approved Private Vehicle. Please see Internal Revenue Service Website: http://www.irs.gov	<ul style="list-style-type: none"> Adjusted periodically (see Appendix). Only available if you drive to the meeting (the driver and their passenger cannot both ask for mileage reimbursement).
Hotel	MPHI will make all hotel reservations and pay directly for the cost of the hotel room. Other hotel-related expenses (other than the room) are not covered by MPHI.	<ul style="list-style-type: none"> Only available if the individual resides more than 60 miles from the meeting site Must have receipt MPHI must book and pay directly for the hotel room
Meals	Per diem State rates – \$7.25 breakfast \$7.25 lunch \$16.50 dinner	<ul style="list-style-type: none"> Excludes meals available at meetings Excludes alcohol and entertainment Must have receipt
Parking fees	Actual fees	Must have a receipt
Tolls	Actual cost	Must have a receipt
Other Transportation <i>(cabs, etc.)</i>	Actual cost	Must have a receipt

Tips/Incidentals	\$2.00 maximum expense per each 24-hour period or per night lodging	Reimburses the traveler for expenses associated with overnight stay, i.e. bellhops, porters, housekeeping. Example: You have one night lodging. You tip the housekeeper \$2.00. You may seek reimbursement for \$2.00 maximum expense.
Registration fees for special events/meetings	Actual fees	<ul style="list-style-type: none"> • Must have prior approval by MPHI • Must have receipt
Exceptions	If you believe that you have exceptional circumstances that are not covered or addressed by these procedures and guidelines, please contact Patricia Losey at Michigan Public Health Institute to discuss the situation and explore available options.	

CHILDCARE REIMBURSEMENT...

Parents requesting childcare reimbursement are responsible to:

- choose their own child care providers
- provide the needed training
- assume any liability
- make payment to the childcare provider.

Rates

Actual childcare expenses, up to a maximum of \$50/day, will be reimbursed. If your childcare expenses will exceed the \$50/day limit, contact Patricia Losey at MPH I prior to the meeting to process a request for an exception.

Completing forms

Forms for requesting child care reimbursement are available from MPH I and will be available at all Parent Leadership In State Government Advisory Board Meetings, and/or other Parent Leadership In State Government Advisory Board related business/activities.

Information needed for form:

- Last four digits of the parent's social security number
- Date of service rendered
- Hours care was provided
- Rate per hour
- Total amount due
- Name of child care provider
- Provider's address

Submitting forms

Submit completed **Request for Child Care Reimbursement** forms directly to Patricia Losey at MPH I (see below). The address is also listed on the form:

Patricia Losey
Michigan Public Health Institute Systems Reform
2364 Woodlake Drive, Suite 180
Okemos, MI 48864
(517) 324-8311
Fax: (517) 347-6189
plosey@mph i.org

Processing requests

MPH I will review the request for Child Care Reimbursement and, if approved, will generate payment. Generally, parents should receive a check from MPH I in about 7 workdays from when the form was received. If there is a question about a request for Child Care Reimbursement, MPH I will contact the parent directly to discuss the question. Checks for childcare reimbursement are issued in the name of the parent, so that parents are responsible for issuing payment for childcare to the caretaker.

Parents have 45 days after the date of the meeting to file for reimbursement consistent with invoicing procedures.

Taxes/Taxable Income In some cases, childcare reimbursement is reported to the IRS as income. You may need to report these earnings on your incomes taxes. If you have questions about taxes and payment for childcare, you should talk to an accountant or the person who prepares your taxes.