



Office of Equity

# Lived Experience Compensation

Interim Guidelines & Best Practices

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## Lived Experience Compensation

### Best Practices

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#### Overview

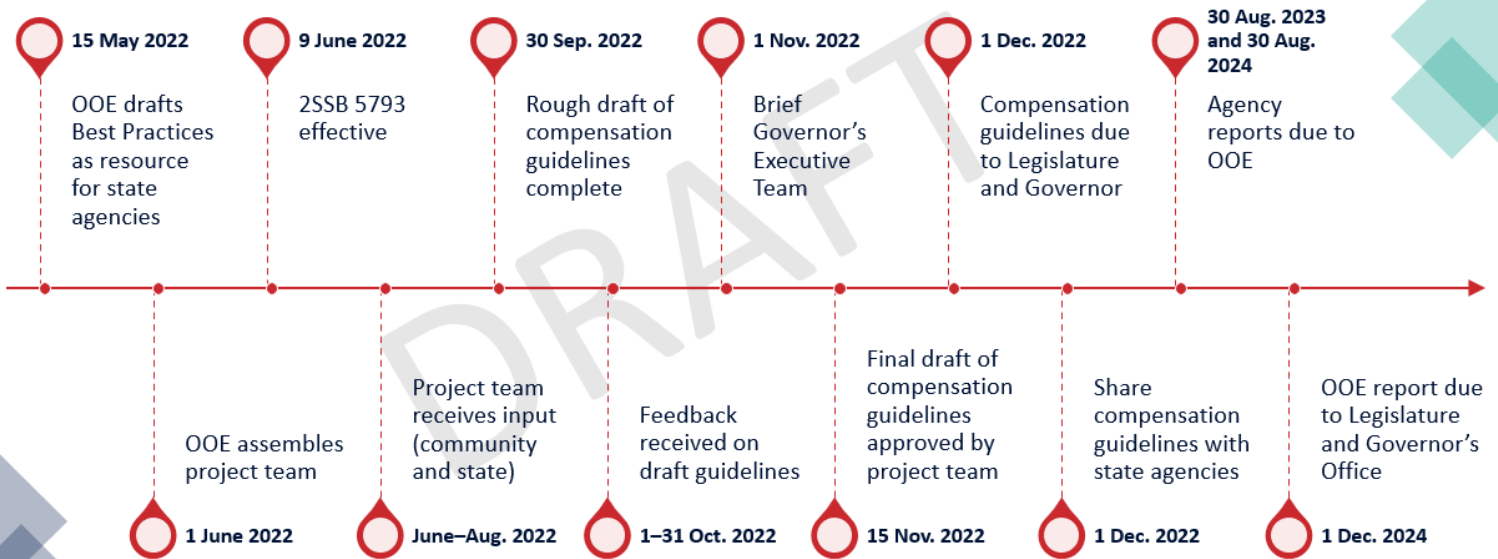
We compensate community members for providing their expertise so we can achieve equitable outcomes in our programs and services. Second Substitute Senate Bill (2SSB) 5793 removes a major barrier to compensation and is effective June 9, 2022. The Office of Equity will release guidelines for state agencies to use December 1, 2022.

Until guidelines are released consider these best practices:

- Determine whether a stipend or compensation process already exists within your agency.
  - Use an existing, internal process if possible.
  - There may be several different processes for compensation even within the same agency.
- If you must create a new process, create the process in collaboration with community members you are working with.
  - The process should balance the agency's needs *and* the community's needs.
  - Make the process simple and accessible for community members to navigate, which may require providing guidance, navigation assistance, and language and communication services.
  - Consult with your agency's fiscal and policy departments to navigate laws, policies, and budget.
    - Equity is an enterprise value. Community engagement and partnership is the only way to achieve equity. Compensation is a critical component of community engagement and should be reflected in the agency's budget.
  - Fiscal and policy units may consult with the appropriate Office of Financial Management (OFM) unit as needed.

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## Timeline for 5793 Guideline Completion



### Background: Language From [Second Substitute Senate Bill \(2SSB\) 5793](#)

AN ACT Relating to allowing compensation for lived experience on boards, commissions, councils, committees, and other similar groups; amending RCW 28A.300.802, 43.03.050, 43.03.060, and 41.40.035; reenacting and amending RCW 43.03.220; adding new sections to chapter 43.03 RCW; and creating a new section.

**Class 1 group:** Any part-time board, commission, council, committee, or other similar group which is established by the executive, legislative, or judicial branch to participate in state government and which functions primarily in an advisory, coordinating, or planning capacity

**Lived experience:** direct personal experience in the subject matter being addressed by the board, commission, council, committee, or other similar group.

**Low income:** an individual whose income is not more than 400 percent of the federal poverty level, adjusted for family size.

Subject to available funding, agencies may provide a stipend to individuals who are **low income or have lived experience** to support their participation in class one groups when the agency determines such participation is desirable in order to implement the principles of equity

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described in RCW 43.06D.020, provided that the individuals are **not otherwise compensated for their attendance** at meetings.

Reimburse community members for adult care, childcare, lodging and travel **in addition to** compensation.

As allowable by federal and state law, state agencies will **minimize**, to the greatest extent possible, the **impact** of stipends and reimbursements on **public assistance eligibility and benefit amounts**.

#### Benefits Eligibility and Amounts Impact

Analysis on benefit eligibility and amounts impact will be developed in collaboration with the 5793 project team.

For now, agencies should inform community members of a potential impact. Community members can choose to follow up with their program(s). Community members can decide whether to accept compensation or not based on their circumstances and potential or real impacts to their benefits.

#### Compensation Best Practices

- Pay community members a living wage, up to the ceiling of \$200 per day per 2SSB 5793.
  - Note: A living wage may be higher than minimum wage.

#### Compensation Schedule

The following compensation schedule is a suggestion and may need to be adjusted to pay the community members in your workgroup a living wage.

- Up and equal to one hour = \$25
- Over one hour to equal to two hours = \$50
- Over two hours to equal to three hours = \$75
- Over three hours to equal to four hours = \$100
- Over four hours to equal to five hours = \$125
- Over five hours to equal to six hours = \$150
- Over six hours to equal to seven hours = \$175
- Anything over seven hours = \$200

Note: If a community member receives \$600 or more in a calendar year, the Internal Revenue Service (IRS) requires a 1099-MISC form to be sent.

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#### Compensation Options

There are many options for compensating community members. The following are some existing methods agencies use to compensate community for their participation in workgroups. This list is not exhaustive of all the methods that could be utilized.

1. Paying community members directly
  - a. An agency may develop a process to compensate community members directly.
  - b. Follow [OFM's guidelines](#) if a statewide vendor number is needed.
    - i. Note: An SSN is not required to obtain a statewide vendor number.
2. Contract with a community organization
  - a. Funds would be provided to the contracted community organization to compensate community members.
  - b. This may also be a potential avenue for connecting with a broader group of community members.
3. Require contractors to compensate
  - a. If you hire contractors, you may consider including language that requires contractors to compensate community members they may work with to complete work for your agency.
4. Provide grants to community organizations
  - a. Build capacity of community organizations and community members to co-create with agencies through grants.

#### Options for One-Time Events:

This will be developed in collaboration with the 5793 project team. For now, continue with your current process that may include issuing gift cards or electronic payments.