

Advisory Committee Stipends and Child and Adult Care Reimbursement

Stipends and child and adult care reimbursement are available to advisors who are not otherwise compensated for their committee work. Stipends are available to nonprofit organizations to help cover the cost of their employees' time.

Steps to sign up for a stipend:

1. Visit the Office of Financial Management's website to sign up for a statewide vendor number: [Vendor Payee Registration | Office of Financial Management \(wa.gov\)](https://www.wa.gov/office-of-financial-management).
 - a. This will allow the state to make payments to you/your nonprofit. It usually takes the Office of Financial Management 3-5 days to process statewide vendor numbers.
 - b. If you have received a payment (for example, a stipend) from RCO in the last two years, your statewide vendor number is still valid. You do not need to sign up for a new one.
 - c. Individuals should select "Lived Experience – Class 1" in the second section of #3 on the Payee Registration Form.
2. E-sign RCO's "Stipend Agreement Form," available [here](#). It can be signed anytime.
 - a. If you are receiving a differential rate, RCO will email you a different agreement form.
3. E-sign RCO's "Stipend Documentation Form," available [here](#) *after* you've completed technical review and/or evaluation work.
 - a. If you are receiving a differential rate, RCO will email you a different agreement form.

Stipend Rates:

Rates for presentation review, evaluation, and other in-person or virtual meetings:

Meeting	Stipend Payment
Meetings up to 1 hour	\$20
Meetings between 1-2 hours	\$40
Meetings between 2-3 hours	\$60
Meetings between 3-4 hours	\$80
Meetings between 4-5 hours	\$100
Meetings between 5-6 hours	\$120
Meetings between 6-7 hours	\$140
Meetings between 7-8 hours or more	\$160

Rates for written review and evaluation work (programs without presentations only):

Number of Applications	Stipend Payment
1-9 written applications	\$90
10-19 written applications	\$135
20-29 written applications	\$180
30 or more written applications	\$200

Differential Rate:

- Differential rates may vary depending on budget and effort.

Steps to sign up for child and/or adult care reimbursement:

1. Visit the Office of Financial Management’s website to sign up for a statewide vendor number: [Vendor Payee Registration | Office of Financial Management \(wa.gov\)](#).
 - a. If you already have a statewide vendor number (for example, from receiving a stipend) you do not need to sign up again.
 - b. This will allow the state to make payments to you. It usually takes the Office of Financial Management 3-5 days to process statewide vendor numbers.
 - c. Individuals should select “Lived Experience – Class 1” in the second section of #3 on the Payee Registration form.
2. Sign a Child and Adult Care Agreement Form, available [here](#).
3. Sign a Child and Adult Care Documentation Form, available [here](#).
 - a. A receipt is required for reimbursement. The format is flexible but it must show date, time, amount paid, and parties involved in the transaction.

Child and Adult Care Rates:

- Childcare
 - Up to \$25 per hour for the first child.
 - Up to \$50 per 24-hour cycle for each additional child.
- Adult Care
 - Up to \$34 per hour for the first adult.
 - Up to \$50 per 24-hour cycle for each additional adult.

Contact Tessa Cencula (tessa.cencula@rco.wa.gov) with questions regarding stipends and child and adult care reimbursement.