

<p style="text-align: center;">Division of Substance Abuse and Mental Health Fiscal Procedures</p>
<p>Reference: FP02.07 Effective Date: 09/09/2013 Revision Date: 6/29/2015</p>
<p style="text-align: center;">SUBJECT: STIPENDS</p>

I. INTRODUCTION:

1. This procedure describes the eligibility determination, authorization, and invoicing processes related to stipends paid by the Division.
2. Stipends are issued to assist individuals in paying the costs associated with attending Monthly Mental Health Block Grant and Substance Abuse Prevention and Treatment Planning Council/Executive Committee/Sub-Committee meetings or Youth Council Advisory Board meetings; including participating in meetings by remote attendance; e.g., by telephone, internet based meeting connection or other remote attendance mechanism.
3. This fiscal procedure encourages compliance with State and Department policy, supports compliance with contract requirements related to invoices, and promotes timely payment for goods and services purchased by the Division.
4. Timely processing of invoices is important. DSAMH staff should coordinate with stipend recipients so that invoices are received monthly. It is critical at the end of each fiscal year (6/30 of each year) that invoices are received and processed by the deadline established by DHS that year.
5. Division Financial Staff shall not prepare invoices on behalf of a stipend recipient (Due to segregation of duties requirements).
6. Stipend invoices are subject to the provisions of FP02.01 - Invoice Processing
7. Departures from this procedure are not authorized. Any deviation from this procedure requires **pre-approval** from the Administrative Services Director or Financial Manager.

II. PROCEDURE:

1. Program Administrator or Program Manager identifies potential stipend recipient(s) based on the following criteria:
 - a. Recipient will be a voting member of the Council who has been designated as a voting member (submitted a membership application and confirmed by Council vote)
 - b. Attendance at a complete Mental Health Block Grant and Substance Abuse Prevention and Treatment Planning Council/Executive Committee/SubCommittee Meeting or Youth Council Advisory Board Meeting.

- c. Duration of meeting is at least 1 hour.

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- d. Recipient will not receive payment from any other source to attend the meeting(s).
 - e. Recipient will attend the entire meeting.
 - f. The meeting must be scheduled in advance.
 - g. There must be a written agenda and minutes taken of the meeting.
 - h. Attendees must sign in on paper or have their attendance recorded by the host support staff if participating by a remote attendance mechanism.
 - i. Stipends can be paid for up to 4 meetings per month that meet the above criteria.
 - j. The Director of the Division of Substance Abuse and Mental Health may also approve other stipend requests deemed appropriate and under special circumstances.
2. Program Administrator or Program Manager completes Form S - Stipend Approval Form. A single Form S may be prepared for multiple meetings related to the same purpose. An approved Form S is effective from the approval date until the end of the current fiscal year. The Program Administrator or Program Manager submits the Form S to the Division Director or the appropriate Assistant Division Director for pre-approval.
 3. Division staff will obtain the stipend recipient(s) signature(s) at the meeting or participation by remote attendance will be noted by the host support staff.
 4. Division staff will monitor and document who attends the meetings. The Program Administrator or Program Manager will work with the Office Specialist I to prepare and submit a monthly Stipend Request to the Financial Analyst I that contains the following information:
 - a. Date of the meeting
 - b. Purpose of the meeting
 - c. Name and address of the stipend recipient attending the meeting
 - d. Signature of stipend recipient from meeting
 - e. Program Administrator or Program Manager approval
 5. Stipends are taxable to the recipient. Stipend recipients are required to complete a Form W-9 prior to a stipend being paid.
 6. The Division Financial Analyst I will prepare stipend checks monthly based on \$35 per Planning Council/Executive Committee/Sub-Committee meeting or Youth Council Advisory Board meeting attended, documented, and approved.
 7. If travel to the above meetings is more than 100 miles round trip then voting members (as defined above) qualify for \$35 stipend, in addition to the stipend for attending the meeting, if they are not reimbursed by an agency or other means.