



## **WI Balance of State CoC Compensation and Reimbursement Policy for Youth Action Board Members**

### Compensation Policy

The WI Balance of State CoC compensation policy applies to youth participating in local or regional youth action groups and/or CoC-level Youth Action Board. Eligible youth include those age 24 and younger with lived homeless experience. The rate of compensation is \$15 an hour. Youth may also receive reimbursements for mileage and travel costs, food, and lodging when applicable and approved by CoC staff. Compensation may be in the form of gift cards, check, direct deposit, or other cash pay apps (such as Venmo).

While youth may receive food or other amenities while attending a YAB meeting, these will not be considered compensation, instead part of the engagement process. Other funds besides the YHDP Planning grant may be used to reimburse youth including discretionary funds, donations, foundation funds, etc.

### Reimbursement Policy

For a youth to get reimbursed, a 1099 Tax Form must be completed and submitted to the WI Balance of State CoC. This information includes but is not limited to first and last name, Social Security Number, and address. In order to be reimbursed for mileage, a valid driver's license and insurance must be on file.

### *YAB Member Responsibility*

Youth must complete the YAB Expense and Reimbursement Tracker form in google to receive reimbursement for time and activities. The document includes time spent on YAB-related activities, mileage and item tracking. For time and mileage, the form will serve as supporting documentation. Item tracking includes expenses such as food or travel expenses other than mileage or lodging. For item expenses, a receipt will also need to be provided. Item expenses must be pre-approved by CoC staff. If a YAB member cannot purchase the item, an agency may purchase on behalf of the YAB member and be reimbursed through the process detailed in this policy.

### *WI Balance of State CoC Responsibility*

Once completed, the youth must submit the form through google. If receipts are required, those must be sent to the [wiboscoc@gmail.com](mailto:wiboscoc@gmail.com) account. The information will be accessed by CoC staff to review and approve. CoC staff will review and approve the reimbursements monthly. If there is an issue, CoC staff will notify the youth. By the 20<sup>th</sup> of the month, the CoC staff will notify the Treasurer or other contracted entity and provide a copy of reimbursement request form. The Treasurer or other contracted entity shall remit payment to the youth.

For the CoC to be reimbursed out of the YHDP Planning grant, the Treasurer or other contracted entity shall submit an invoice to the CoC Director. The invoice will be sent to the YHDP Planning grant fiscal agent for processing and reimbursement.