

Financial Support Document for Parents

**Procedures & Guidelines for supporting parents who
participate in the
Michigan Interagency Coordinating Council (MICC)
Business/Activities**

**Reviewed by the Parent Involvement Committee of the
MICC August 18, 2008**

Procedures & Guidelines for Financial Support of Parents in MICC or MICC-related Business/Activities

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Procedures and Guidelines for Financial Support of Parents in MICC or MICC-related Business/Activities

The intent of these Procedures and Guidelines is to support the provision of financial support to parents participating in MICC or MICC-related business and activities, while maintaining user-friendly financial procedures and accountability, which leaves clear paper trails for evaluation and audit purposes. Additional documents that relate to implementation of these Procedures and Guidelines are contained in an Appendix attached to this document. A Glossary of Terms is located on page 17. Note: if the procedures and guidelines in this document do not adequately support a parent to participate, MDE will discuss other options and ideas for how to best provide the needed support.

Why we provide Financial Support for Parents

Since its inception, parent participation has been central to Part C of the Individuals with Disabilities Education Act, the federal legislation that initiated *Early On* Michigan. As a result, all agencies, organizations or bodies that act on behalf of *Early On* are expected to incorporate parent consultation services into 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 *Early On*.
- The experience and expertise that parents bring is of great value. Therefore, parents will be compensated for their time and efforts in the same way that participating professionals are compensated for their work.
- Agencies, organizations, or bodies that act on behalf of *Early On* 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

HONORARIUM REIMBURSEMENT...

...is generally available to Governor-Appointed parent representatives and their designated parent alternate for attending MICC meetings, MICC subcommittee meetings, and with prior approval by MDE, other MICC related business/activities. See the **Rates** chart for further information.

Rates Honorarium Reimbursement to Governor Appointees and their designated parent alternate is paid at a rate of \$15.37/hour, with total time calculated based upon meeting preparation time, actual meeting time, plus travel time to and from the meeting.

Completing forms Forms for requesting Honorarium Reimbursement (**Request for Parent Support Funds**) are available from MDE and should be available at all MICC meetings, MICC subcommittee meetings and/or other MICC-related business/activities.

Information needed for form:

- 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 **Request for Parent Support Funds** forms directly to Barb Schinderle at MDE (see below). The address is also listed on the form:

Barb Schinderle
Michigan Department of Education
Early Childhood Education & Family Services
P.O. Box 30008
Lansing, MI 48909
517/241-2591
schinderleb@michigan.gov

Processing requests MDE will review the request for Honorarium Reimbursement and, if approved, forward the approved request form to The Arc Michigan, Michigan Alliance for Families, to generate payment. Generally, parents should receive a check from The Arc Michigan in about 7 workdays from when the form was received at MDE.

If there is a question about a request for Honorarium Reimbursement, MDE will contact the parent directly to discuss the question.

Taxes/Taxable Income Your earnings from Honorarium Reimbursements are taxable. You will need to report these earnings on your incomes taxes. If you have concerns about how payment received for MICC-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 Honorarium Reimbursement.

According the Michigan Department of Education: "The recipient of the Honorarium Reimbursement shall not be entitled to participate in any plans, arrangements, or distributions by the Michigan Department of Education pertaining to or in the connection with any fringe, pension, bonus, or similar benefits for the Michigan Department of Education regular employees. The Michigan Department of Education will not withhold or pay any sums, state, federal or local taxes, social security (FICA), Michigan School Employees Retirement, unemployment (MESRC) insurance, or worker's compensation insurance and the recipient of the Honorarium Reimbursement agrees to hold Michigan Department of Education harmless for the payment of such sum, interest, penalties, or costs in the collection of the same."

REIMBURSEMENT for TRAVEL/TRAVEL-RELATED EXPENSES...

...is generally available to Governor-Appointed parent representatives and their designated parent alternate, and Parent Advisors attending MICC meetings, MICC subcommittee meetings, or other MICC related business/activities (special meetings and events must have prior approval by MDE). See the **Rates** chart for further information.

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

Type of Expense	Rates	Conditions/Notes
Mileage	IRS Standard Mileage Rate \$0.55 per mile as of July 1, 2008. 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	Per State rates – usually \$65.00/night	<ul style="list-style-type: none"> • Only available if the individual resides more than 50 miles from the meeting site • Must have a receipt • See Appendix for Select City or Out-of-State rates or other exceptions • The State must book the hotel room in order to get the \$65.00 rate.

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 • No receipts are necessary since per diem rates are used • See Appendix for Select City or Out-of-State rates or other exceptions • See Appendix for beginning and ending travel times to qualify for meals.
Parking fees	Actual fees	Must have a receipt
Tolls	Actual cost	Must have a receipt
Other Transportation (cabs, etc.)	Actual cost	Must have a receipt
Registration fees for special events/meetings	Actual fees	<ul style="list-style-type: none"> • Must have prior approval by MDE • Must have a receipt
Exceptions	If you believe that you have exceptional circumstances that are not covered or addressed by these procedures and guidelines, please contact Barb Schinderle at the Michigan Department of Education to discuss the situation and explore available options.	

Completing forms

Forms for requesting travel reimbursement (**Request for Parent Support Funds**) are available from MDE and should be available at all MICC, meetings, MICC subcommittee meetings, and/or other MICC related business/activities. If a parent has requested a Travel Advance (see box at the end of this section), they must still complete the **Request for Parent Support Funds** form to document actual expenses against the travel advance, request any additional reimbursement, and attach all requested receipts.

Information needed for form:

- Social Security Number
- Name/Title of Meeting or Function

- Date/Time of Meeting or Function
- Mileage (Round Trip)
- Sponsoring Fee (total amount due to parent)
- Date(s) Worked
- Hours of meeting
- Task(s) Completed
- Other expenses

Required receipts should be attached to the form before sending to MDE (note that receipts for meals are NOT required).

Submitting forms

Submit completed **Request for Parent Support Funds** forms directly to Barb Schinderle at MDE (see below). The address is also listed on the form:

Barb Schinderle
 Michigan Department of Education
 Early Childhood Education & Family Services
 P.O. Box 30008
 Lansing, MI 48909
 517/241-2591
schinderleb@michigan.gov

Processing requests

MDE will review the request for travel reimbursement and, if approved, forward the approved request form to The Arc Michigan, Michigan Alliance for Families, to generate payment. Generally, parents should receive a check from The Arc in about 7 workdays from when the form was received at MDE.

If there is a question about a request for travel reimbursement, MDE will contact the parent directly to discuss the question.

Taxes/Taxable Income

In some cases, travel reimbursement is reported to the IRS as income. If you receive a 1099 Tax form in which different types of reimbursement are folded together, you should talk to an accountant or the person who prepares your taxes to learn whether you can claim the travel reimbursement portion as a business expense on your tax forms.

TRAVEL ADVANCES

Parents participating in out-of-town activities may receive a travel advance upon request to MDE IF the expenses are expected to exceed \$200.00. After the trip, parents will still be expected to complete a **Request for Parent Support Funds** form to document actual expenses, and attach all requested receipts (see section prior to this box).

In order to request a travel advance, contact Barb Schinderle at MDE (517/241-2591 or schinderleb@michigan.gov). To request the travel advance, you will need to estimate the travel expenses and submit the estimate to MDE at least 15 business days prior to travel (note that the 15 days does NOT include mailing time; please factor this into any requests that you make). Upon approval, travel advance checks are mailed directly from The Arc Michigan to the address of the parent making the request.

CHILDCARE REIMBURSEMENT...

...is generally available to Governor-Appointed parent representatives and their designated parent alternate, and Parent Advisors attending MICC meetings, MICC subcommittee meetings or other MICC related business/activities (special meetings and events must have prior approval by MDE). See the **Rates** chart for further information.

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 by MDE. If your childcare expenses will exceed the \$50/day limit, contact Barb Schinderle (517/241-2591) prior to the meeting to process a request for an exception.

Completing forms

Forms for requesting child care reimbursement (**Request for Child Care Reimbursement**) are available from MDE and should be available at all MICC, MICC subcommittee meetings, and/or other MICC-related activities.

Information needed for form:

- Social Security Number
- Task(s) performed
- Date of Service Rendered
- Hours Care was Provided
- Rate per hour
- Total Amount Due
- Name of Child Care Provider
- Provider's Social Security Number
- Provider's Address
- Provider's Signature

Submitting forms

Submit completed **Request for Child Care Reimbursement** forms directly to Barb Schinderle at MDE (see below). The address is also listed on the form:

Barb Schinderle
Michigan Department of Education
Early Childhood Education & Family Services
P.O. Box 30008
Lansing, MI 48909
517/241-2591
schinderleb@michigan.gov

Processing requests

MDE will review the request for childcare reimbursement and, if approved, forward the approved request form to The Arc Michigan, Michigan Alliance for Families, to generate payment. Generally, parents should receive a check from The Arc about 7 workdays from when the form was received at MDE.

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.

If there is a question about a request for childcare reimbursement, MDE will contact the parent directly to discuss the question.

Taxes/Taxable Income

In some cases, childcare reimbursement is reported to the IRS as income. If you receive a 1099 Tax form in which different types of reimbursement are folded together, you should talk to an accountant or the person who prepares your taxes to learn how you can handle the childcare reimbursement portion on your tax forms.

Be aware that when you pay a provider to provide care for your child the fees you pay are considered income for that provider. That is why the provider's social security number/tax ID number and contact information are required on this form. If you have questions about taxes and payment for childcare, you should talk to an accountant or the person who prepares your taxes.

PRIOR APPROVAL FOR SPECIAL EVENTS/MEETINGS...

...is REQUIRED for Governor-Appointed parent representatives and their designated parent alternate, and Parent Advisors attending special events and meetings when the parent wishes to seek Honorarium Reimbursement or seek reimbursement for expenses associated with attending the special event of meeting. Special events/meetings are defined as any meetings or gatherings convened by anyone other than the MDE, MICC Chair(s), or MICC sub-committee Chair(s).

Completing forms Parents wishing to attend a special event or meeting should complete the **Prior Approval for Special Events/Meetings** form (in appendix). These forms are available from MDE.

Information needed for form:

- Title and description of event
- Brochure, agenda, or documentation about event
- Anticipated benefit to MICC
- Estimate of costs (what and how much)
- Honorarium reimbursement requested (if any)
- Reimbursement requested

Submitting forms Submit completed **Prior Approval for Special Events/Meetings** forms directly to Barb Schinderle at MDE (see below). The address is also listed on the form:

Barb Schinderle
Michigan Department of Education
Early Childhood Education & Family Services
P.O. Box 30008
Lansing, MI 48909
517/241-2591
schinderleb@michigan.gov

Processing requests The **Prior Approval for Special Events/Meetings** form should be submitted to MDE with as much advanced notice as possible, preferably at least 15 business days prior to the event. MDE will review the request within 2 days of receipt of form and notify the parent of the status of the request. If approved, MDE will also provide to you in writing:

- Specific expectations of the parent in exchange for any reimbursement that will be made available
- Honorarium Reimbursement available, if any.
- Reimbursement available, if any.

If a request for prior Approval for special events/Meetings is denied, MDE will discuss the decision directly with the parent.

Rates If reimbursement of any type is available, it will be consistent with the rates specified earlier in this document. Parents will need to request reimbursement for actual expenses (Request for Parent Support Funds) after the trip is completed (see Reimbursement for Travel section

Glossary of Terms

Governor-Appointee	A parent appointed by the Governor’s Appointment Office to represent the views and interests of <i>Early On</i> families at the MICC. You are a “Governor-Appointee” at formal MICC meetings and MICC subcommittee meetings.	See pages 2, 4, 8, 10
Designated Alternate to Governor-Appointee	A parent designated <u>by</u> a Governor-Appointee as their Alternate so that in the absence of the Governor-Appointee, the views and interests on <i>Early On</i> families will still be represented at the MICC meetings. You are a “Designated Alternate to Governor-Appointee” at formal MICC meetings and MICC subcommittee meetings.	See pages 2, 4, 8, 10
Parent Advisors	Parents who have a child with special needs, who is under the age of 12; parent consultants serve on MICC subcommittee’s, or attend special meetings and/or events on behalf of the MICC (with MDE approval). Parents are considered Parent Advisors at <u>any meetings</u> other than formal MICC meetings (regardless of Governor appointment status).	See pages 2, 4, 8, 10
Honorarium Reimbursement	Payment for participation above and beyond any reimbursement/payment for expenses incurred. In order to receive Honorarium Reimbursement for participating in MICC/MICC related events, a parent must have a child with special needs who is under the age of 12.	See pages 2
Reimbursement	Financial restoration equal to expenses incurred when those expenses are directly attributable to participation (i.e. travel, food, parking, hotel, and childcare).	See pages 2, 4, 5, 6, 8, 9, 10
Stipends	A fixed sum of money paid periodically to participants covering both participation and expenses incurred.	
MICC meetings	Formal MICC meetings convened by the MICC Chair(s).	See pages 2, 4, 8
MICC related business/meetings	Meetings convened by the MICC Chair(s), subcommittee meetings convened by subcommittee Chair(s), or other MICC related business/meetings convened by MDE and identified as such (but NOT formal MICC meetings).	See pages 2, 4, 8
Special meetings and/or events	Any meetings or gatherings related to MICC and/or <i>Early On</i> convened by anyone <u>other than</u> the MDE, MICC Chair(s), or MICC subcommittee Chair(s).	See pages 10
Per diem	Per day, or paid by the day	See pages 5, 12
MDE	Michigan Department of Education, Office of Early Childhood Education and Family Services, located in Lansing (main <i>Early On</i> number: 517/373-8483. Barb Schinderle: 517/241-2591 or schinderleb@michigan.gov).	
Michigan Alliance For Families	Michigan Alliance For Families, based at the Arc Michigan office in Lansing (800/292-7851).	

Appendix

1. Request for Parent Support Funds
2. Travel reimbursement rates
3. Travel times to qualify for meal reimbursement
4. Request for Childcare Reimbursement
5. Prior Approval for Special Events/Meetings