

## **Family and Youth Partners Partial Reimbursement Plan**

Family and Youth Involvement is an integral part of Child Welfare and Family Centered Systems of Care practice.

Family and Youth Partners are appointed or invited to their position(s), and may receive an agreed upon partial reimbursement for their participation on councils, committees and/or workgroups. Participation of an individual on more than two standing committee's or workgroups is not reimbursable through this policy. Any additional assignments and/or partial reimbursement will require prior approval by the designated CFS Program Manager.

Family and Youth Partners are partially reimbursed in the following manner:

- **Mileage/Toll** reimbursement according to the current State of Kansas rules. <http://www.da.ks.gov/ar/employee/travel/trifold.pdf>
- Reasonable **Child Care** reimbursement which may be paid to the Family/Youth Partner or their child care provider. Family/Youth Partners will sign a form stating the amount and designated payee.
- **Wal-Mart Gift Card** in the minimum amount of \$10.00 (from Wal-Mart, Target, etc.) for each qualifying event\* per family/youth. Family/Youth Partners will sign a form acknowledging their receipt of the gift card. Amount may vary depending upon agreement between Family/Youth Councils and their CFS Program Manager.

\*A qualifying event is defined as attendance and participation at a called meeting or speaking engagement. Regional Youth Advisory Council (RYAC) meetings do not qualify as a "qualifying event". It may also include reviewing and commenting on requested materials, and may include special requests, as determined by their CFS Program Manager.

Events that require an overnight stay (such as out of town conferences) do not qualify for reimbursement since the state travel reimbursement rules provide for travel, hotel and food costs.

If an event sponsor provides compensation for the Family/Youth Partners' involvement, the Family/Youth Partner would not be eligible to receive partial reimbursement through this plan.

*Revised July 19, 2006*

### **Internal Tracking Procedure for Partial Reimbursement**

- Partial Reimbursement is for all CFS Family/Youth Partners.
- All Family/Youth Partners will complete and sign a Reimbursement Record.
- The Reimbursement record will then be forwarded and processed by the CFS Program Manager.
- Gift cards will be distributed, by the CFS Program Manager or their approved designee, at the time of participation and documented on the Reimbursement record. Cards distributed by the approved designee will be accounted for through their return of the above noted form, and monthly report to their CFS Program Manager.
- The cards will be maintained in the agency safe and will be disbursed through a signed process.