

**PARENT STIPEND REQUEST**

**Parent Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

Date	Activity	Hours Spent
		<b>TOTAL HOURS:</b>
		<b>TOTAL STIPEND DOLLAR AMOUNT:</b>

**I am requesting a parent stipend for my participation in activities listed above. I have met all of the requirements listed in the Policy for Stipends for Parent Involvement (8-17-00) and have not received pre-payment.**

\_\_\_\_\_  
**Parent Signature\***

\_\_\_\_\_  
**Date**

\* Form with original signature must be submitted.

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Staff liaison initials \_\_\_\_\_ Anne Lucas, Part C Coordinator \_\_\_\_\_

Fiscal Office Code \_\_\_\_\_

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# Stipends for Parent Involvement: Procedures

## I. Information about the Parent Stipend

A parent stipend has been developed for parents serving on the Virginia Interagency Coordinating Council (VICC), VICC committees, ad hoc work groups, and/or other short-term early intervention groups or committees sponsored by the state. Parents serving on such committees or groups may claim \$75.00 for every eight-hour block of time that he/she volunteers to work for the activities listed above. This reimbursement is a "stipend" which does not constitute a "paid position".

**Stipends may only be claimed by those parents who:**

- are not employed; or
- are not attending as a part of their work and are not being paid to attend;
- work but incur a loss of benefits (e.g., annual leave day, leave without pay); or participate on days for which they are not paid (e.g., weekend, summer, vacation)

**The purpose of this stipend is to off-set the cost of participating in state-sponsored activities which may include:**

- child care services;
- meals and other miscellaneous expenses associated with travel;
- participation time in the above-mentioned groups; or
- other related costs.

## II. Completion of the Parent Stipend Form

Parents requesting a stipend must complete the Parent Stipend Form by filling in all requested information in the top 3/4th of the form. (The bottom portion is to be completed by the Part C Office). The date of each activity is to be listed. For the activity, be sure to specify the name of the committee or workgroup as well as what was done (such as attend meeting, tasks assigned by committee, etc.). List the number of hours worked for each activity/date. Parents must sign each form. **An original signature is required by the state for reimbursement.**

## III. Submitting the Parent Stipend Form

Parent Stipend Forms must be submitted **within 30 days of completion of an eight-hour block of time**. **EXCEPTION: All Parent Stipend Forms (regardless of the number of hours accumulated) must be submitted by October 31 each year for work completed in the preceding federal fiscal year (October 1 - September 30).** In that case, the stipend will be prorated based on the number of hours submitted).

Mail the completed form to: Office Services Specialist  
Virginia Babies Can't Wait! Part C Early Intervention System  
DMHMRSAS  
Jefferson Building, Box 1797  
1220 Bank Street  
Richmond, Virginia 23218-1797

## IV. Associated Travel Expenses

Only the actual time spent in meetings or performing official work as a part of the committee or work group may be claimed. Time spent traveling (or away from home for activities requiring overnight stays, etc) may not be claimed as part of the parent stipend. However, in addition to the stipend, parents may claim mileage (at 32.5 cents per mile), parking costs, meal per diem (when staying overnight only) and hotel reimbursement, when needed and **pre-approved** by the staff person to the particular committee on which the parent is working. Hotel overnights and meal per diems (per state rate) may be approved for committee members traveling over 3 hours one way or for unusual circumstances. Please refer to "Travel Reimbursement Information: Virginia Babies Can't Wait!" The complete State Travel Regulations Policy can be viewed at: <http://www.doa.state.va.us/docs/AdminServices/CAPP/pdfdocs/20335.pdf>