

TO: Regional DD Program Administrators
Infant Development Coordinators

FROM: Gene Hysjulian, Director
Disability Services Division

DATE: December 30, 2004

SUBJECT: Part C Compensation for State and Regional Advisory Committee
Members, and Early Intervention Personnel and Parents attending
Training Events

The attached policy has been revised. Changes include clarification of individuals eligible to receive stipends and requirements regarding age of child for childcare reimbursement.

DB:cp
attachment

DDD-PI-084

TO: Regional DD Program Administrators
Infant Development Coordinators

FROM: Gene Hysjulian, Director
Disability Services Division

DATE: December 30, 2004

SUBJECT: Part C Compensation for State and Regional Advisory Committee
Members, Early Intervention Personnel, and Parents attending
Training Events

Effective Date: January 1, 2005

Members of the North Dakota Interagency Coordinating Council, Regional Interagency Coordinating Committees, and their subcommittees or work groups are eligible to apply for reimbursement of mileage, lodging, and per diem expenses they incur while performing committee work. Early Intervention personnel and families with children less than 3 years of age, who are eligible for DD Case Management services, are eligible to apply for reimbursement of mileage, lodging, per diem, and registration fees for approved training events. Mileage, lodging, and per diem will be reimbursed at current state approved rates.

According to federal regulations that govern Part C of the Individuals with Disabilities Education Act, members of the North Dakota Interagency Council, Regional Interagency Coordinating Committees and their sub-committees or work groups who are **unemployed** or **forfeited wages** to participate in the advisory meetings are eligible to apply for a stipend. Stipends will be calculated based on a rate of \$10 per half hour of meeting and travel time, not to exceed \$60 per day. To request a stipend, a stipend request form must be completed and attached to the Request for Reimbursement form.

Members of the North Dakota Interagency Council, Regional Interagency Coordinating Committees and their sub-committees or work groups who are parents of children less

than 12 years of age who received or are receiving DD Case Management services, are eligible to request reimbursement of child care expenses they incur while performing committee work. Childcare will be paid when a parent submits a Request for Reimbursement with attached documentation of childcare expenses. The documentation must be signed by the parent and the childcare provider, and indicate the number of hours of childcare provided and the hourly cost of childcare. Childcare expenses will be reimbursed for only the eligible child up to actual costs, not to exceed \$75 per day.

Parents of children less than 3 years of age, who are receiving DD Case Management services, are eligible to request reimbursement of childcare expenses they incur while participating in approved training events. Childcare will be paid when a parent submits a Request for Reimbursement with attached documentation of childcare expenses. The documentation must be signed by the parent and the childcare provider, and indicate the number of hours of childcare provided and the hourly cost of childcare. Childcare expenses will be reimbursed for only the eligible child up to actual costs, not to exceed \$75 per day.

Requests for reimbursement must be submitted within 60 days of the meeting or training event, on a Department of Human Service Reimbursement Request form. All required information must be completed correctly with required receipts and requests for a stipend or childcare reimbursement attached.

DB:cp