

People with Lived Experience Payment and Stipend Reimbursement Policy

I. Purpose

The Miami-Dade County Homeless Trust, which serves as the lead agency for Miami-Dade County's homeless Continuum of Care (CoC), acknowledges the unique expertise of people with lived experience of homelessness and is committed to their active participation in the design, development, planning, delivery, and evaluation of Continuum of Care (CoC) housing and services.

This policy outlines the Homeless Trust's commitment to offering remuneration, in the form of a stipend, to people with lived experience who participate in Homeless Trust activities in recognition of the value that their participation provides.

II. Definitions

- A. Lived Experience – In the context of this policy, “lived experience” refers to people with first-hand knowledge of homelessness who can share their perspectives on how social, economic, and political situations affect homelessness. Persons with lived experience of homelessness can provide insight, training, and a voice from persons who have or are experiencing homelessness regarding the current homeless system through discussion, recommendation, and participation. To qualify for the stipend, people must have lived experience within the last 7 years or be current CoC program participants. Persons coming from unsheltered situations are encouraged.
- B. Ongoing Activities – “Ongoing activities” include, but are not limited to, participation on the Homeless Trust Board, Committees, and Work Groups. Homeless Trust Board, Committee, and Work Group members are appointed in accordance with Ordinance 94-66.
- C. One-Time Activities – “One-time activities” refers to one-time, low-barrier engagement opportunities or events, such as surveys, interviews, written feedback requests, or other types of engagement that do not require a long-term commitment and/or are low-intensity efforts.

III. Remuneration

Remuneration, in the form of a stipend, will be offered to people with lived experience who are invited to participate in particular activities or selected to undertake specific roles.

- A. The stipend will be offered by the Homeless Trust according to the following schedule:
 - 1. Up and equal to one hour = \$25
 - 2. Over one hour to equal two hours = \$50
 - 3. Over two hours to equal three hours = \$75
 - 4. Over three hours to equal four hours = \$100
 - 5. Over four hours to equal five hours = \$125
 - 6. Over five hours to equal six hours = \$150
 - 7. Over six hours to equal seven hours = \$175
 - 8. Anything over seven hours = \$200

- B. There is a ceiling (limit) of \$200 per day on stipends, but no limit on the total number or value of reimbursements that can be issued to a workgroup member over multiple days.

- C. If a community member receives \$600 or more in a calendar year, the Internal Revenue Service (IRS) requires a 1099-MISC form to be sent.

IV. Unpaid Activities

The following will not be considered for remuneration:

- A. People with lived experience who are staff members or paid representatives of any organization, and who are participating in an activity as part of their employment/agreement with that organization, will not receive a stipend from the Homeless Trust.

- B. People with lived experience seeking payment must certify that they are not being paid for their time from any other source.

- C. Expenses incurred to participate in a lived experience participation activity with the Homeless Trust are included in the hourly stipend.

- D. The time taken to travel to and from an activity is unpaid.

- E. Preparation time, including any related consultation, will not be additionally reimbursed.

- F. Ad hoc consultations that require minimal time (e.g., brief phone and email communications), information sessions, presentations, events, training, or development provided by the Homeless Trust, but which the individual attends voluntarily and does not have a specific task or role.

V. Reimbursement

A. Persons with lived experience will need to provide the following to secure reimbursement:

1. Completed Persons with Lived Experience Meeting Participation Form (attached).
2. Participant will provide a W-9 to be registered as a Miami-Dade County vendor (A vendor number is required whenever payments are made through Miami-Dade County. Registering as a vendor only needs to be done once - when seeking payment for the first time.) More on how to complete a W-9 can be found here irsvideos.gov.
3. The W-9 along with the Lived Experience Participation Form will be sent via email to Miami-Dade County FIN Supplier Unit requesting the assignment of a FIN Supplier ID. Any vendor requests should be addressed to the FIN AP Supplier Maintenance team at FIN-APSM@miamidade.gov.

B. The County will disburse payments to individuals via check:

1. Checks can be picked up with advance notice at the Homeless Trust offices at 111 NW 1st St., 27th Floor, Miami, FL 33128, or mailed to the address on file with Miami-Dade County.
2. Payments cannot be made via cash, money order, prepaid card, gift card, or through Automated Clearing House (ACH).

VI. Approvals

A. The Homeless Trust Executive Director or the Executive Director's designee will provide the appropriate paperwork to lived experience participants or direct them to web-based forms as provided.

B. The Homeless Trust Executive Director or the Executive Director's designee will approve all offers of remuneration and the expenses eligible for reimbursement following the submittal of a Persons with Lived Experience Meeting Participation Payment Form.

C. As with all budgetary costs, the budget for lived experience participation payments is subject to The Homeless Trust's budgetary processes.

VII. Timely Processing

- A. The Homeless Trust administration will process the payments, in partnership with Miami-Dade County's central financing department, within thirty (30) days of receiving a completed payment form certified by both the participant and the CoC coordinator.
- B. In order to receive payment, people with lived experience who have been offered and are eligible for remuneration are required to submit the completed payment form within thirty (30) days of the meeting and/or event with which they are seeking a stipend.

VIII. Review

This policy will be reviewed at least every two (2) years and amendments can be approved by the Homeless Trust Board, Executive or Finance and Audit Committees.