



## Washington State Board of Health (SBOH) Community Compensation Processing Form

The Board believes that government agencies have a duty to center equity and community voice in their daily work and actively identify and dismantle systems of oppression across Washington communities.

The Board is committed to identifying and eliminating health inequities, undoing systemic racism, and advancing equity within public health and the governmental system more broadly. A critical component of this work includes engaging the people we serve in policy development. This means including community members directly impacted by policies in discussions about those policies, as they have the wisdom, perspective, and expertise to inform equitable decision-making and strategies to protect and improve the health of all people in Washington.

Historically, community members have not been systematically compensated for their time and effort spent to inform agencies about policy impacts. Over time, agencies have increasingly relied on communities most impacted by health inequities and those historically marginalized communities for their representation and lived experience. Not compensating community members for their time only reinforces the systemic inequities we are working to dismantle.

Compensating community partners for their time is a critical priority for the Washington State Board of Health. [Under a new Washington state law](#), state agencies may compensate those with lived experience or who are low income for participating in certain workgroups or Technical Advisory Committees (TACs), as resources allow. The purpose of this law is to include community members directly impacted by policies in relevant policy discussions and to remove financial barriers so they can participate. The Board has resources set aside to provide stipends to a small number of eligible community members participating in **[add TAC or workgroup name here]** and may also be able to reimburse for certain costs associated with participation.

We'd like to compensate eligible community members for participating in the **[add TAC or workgroup name here]**. Please fill out the compensation form to start the compensation process. Note that we are unable to compensate you under the following circumstances:

- If you are otherwise already being compensated to participate in this role
- If you are representing an organization that has a contracted relationship with the Washington State Department of Health or Washington State Board of Health to participate and/or engage in this work in a contractual agreement
- If you are a government employee.

Washington State law gives the public the right to access most information held by the state government. Information created, received, used, or maintained by a public agency becomes a public record. **[TAC name or workgroup name]** members should be aware that in the course of their work with **[the TAC or workgroup]**, written documents, including digital files, emails, payments, text messages, reimbursement requests, etc., are subject to the Public Records Act under [Chapter 42.56 RCW](#). Note that the Public Records Act contains exemptions for certain personal information that may be applicable.

If you have any questions or concerns about this information, you may refer to the Washington State Office of Equity's Community Compensation [legal considerations FAQ page](#) or contact the Washington State Board of Health's public records officer for more information at [wsboh@sboh.wa.gov](mailto:wsboh@sboh.wa.gov).

## Information of Requestor

**Requestor Name:**

**Preferred Contact Method:**

- Phone
- Email

**Requestor Phone or Email:**

**Are you representing yourself or an organization?**

- Myself
- Organization (please fill in which organization)
- Other

**If you are representing an organization, are you being paid for your time?**

- Yes
- No
- Other

**(Survey Branching Logic – if the participant answers “Yes”, this is the end of the survey)**

**Unfortunately, if you are already being paid by your organization to participate in this committee, you are not eligible for compensation. This is the end of the survey. Thank you for your responses.**

## Preferred Form of Payment

- Physical store gift card (requires mailing address)
- Electronic store gift card (requires an email address)
- Direct Deposit/Electronic bank transfer\*
- Paper check\*\*

*\*Requires statewide vendor number and bank account*

*\*\*Requires statewide vendor number and mailing address*

**Statewide vendor number (if choosing direct deposit or paper check), social security number, or Individual Taxpayer Identification Number (ITIN):**

Federal tax requirements require a statewide vendor number, social security number, or Individual Taxpayer Identification Number (ITIN) if receiving \$600 or more in compensation per calendar year from state agencies.

**What is a statewide vendor number?:** A statewide vendor number is required whenever payments are made through the Washington State [Agency Financial Reporting System \(AFRS\)](#). AFRS is the state’s central hub for accounting information and allows individuals to receive direct payments, such as direct deposit, from participating state agencies. Any community member can set up a statewide vendor number. Individuals must provide their Social Security Number (SSN) and complete paperwork to receive a statewide vendor number. The process to receive a statewide vendor number is managed by the Office of Financial Management (OFM) [and can be viewed here](#).

**Preferred vendor (if choosing store gift card):**

- Amazon
- Target
- Kroger: (redeemable at Kroger, Fred Meyer, Ralphs, QFC, Metro Market, Food 4 Less, Foods Co., Pay Less Supermarkets, Pick 'n Save and more)
- Darden: (redeemable at Olive Garden, Yard House, Bahama Breeze, Eddie V's, and more)
- Starbucks
- Chipotle
- DoorDash
- Uber Eats
- Best Buy
- Apple
- Fandango
- AMC
- Other:

**Tax Requirement:** If you receive under \$600 in total per calendar year from the Washington State Board of Health (or any other Washington state agencies), you do not need to report it when you do your taxes. However, regardless of preferred form of payment, if you receive \$600 or more in total compensation per calendar year from the Washington State Board of Health or other state agencies, you will need to report this on your taxes and provide the Board of Health with additional information (e.g., statewide vendor number or social security number). The Board of Health will assist you and send the information you need at that time.

**Questions?** If you have any questions or would like more information about statewide vendor numbers or tax requirements, you may contact Board staff or Matt Hanson in the Washington State Department of Health's Office of Financial Services at [matt.hanson@doh.wa.gov](mailto:matt.hanson@doh.wa.gov). You may also find more information about community member compensation on the Washington State Office of Equity's webpage [here](#).

**Participation Information**

**Meeting, Technical Advisory Committee, or Workgroup Name:**

**Meeting Date(s):**

**Hours of attendance:**

**Hours spent planning and preparing for meeting:**

*For example: If you spent any prior time prepping on your own or with the Board of Health staff outside the meeting, please include this time.*

**Are you seeking any reimbursements for costs associated with your participation? (e.g., mileage reimbursement, lodging, childcare)**

- Yes – I would like someone to reach out to me for more information about availability.
- No