



## MT Council on Developmental Disabilities

### Policy # 8.2

Adopted June 19, 2008

#### **REIMBURSEMENT FOR COUNCIL MEMBER ATTENDANTS**

It is the policy of the Council that a Council member who has the need for an attendant, has the discretion to hire and pay individuals who perform support services necessary to allow the member to serve in their appointed capacity. Examples of services performed include, but are not limited to drivers, readers and personal services attendants.

#### **PROCEDURE**

1. Hourly rates allowed by the Council range from \$6.50 to \$8.50 per hour.
2. If a person providing support services such as those mentioned above needs to be available to the member upon demand, it is the policy of the Council that the person should be paid for all time spent waiting to provide services. If, however, the person does not need to be in the immediate vicinity to provide service but is simply waiting for the Council member to complete their business, the person would not be eligible for reimbursement for that time period.
3. Lodging, meal allowances and reimbursement for miscellaneous cost will be at the same rate as that paid to Council members.
4. Support services other than those mentioned above can be paid at different rates depending upon the complexity of the level of support staff. For example, interpreters are paid in accordance with existing interpreter fee schedules. Other categories of support services, which have other degrees or skill levels necessary, may warrant higher wages.

5. The individual Council member is responsible for making his/her own arrangements and accommodations regarding support services that will be necessary for them. They will employ the personal service attendants and will pay them for their services in accordance with this policy. The Council will reimburse the individual Council member for these costs.
  
6. It is permissible under Council policy for the individual member to utilize the services of a family member if that person is the most appropriate one to provide the services. In order to be reimbursed with Council funds for payment to support staff, the Council member must submit records for the attendant expenses as a part of their travel claim for the Council meeting.
  
7. Members will be responsible for making their own hotel/motel reservations for all Council and Committee meetings.