



## HSC Lived Experience Compensation Policy

Purpose - The Homeless Services Consortium (HSC) believes that people with lived experience of homelessness have an integral role to play in designing solutions to prevent and end homelessness, and is committed to providing opportunities for the voices and perspectives of people with this experience to be heard. The HSC also recognizes that people with lived experience of homeless should be compensated for time they spend contributing in this way. This policy outlines the HSC's procedures for providing this type of compensation, as funding availability allows.

Eligible individuals - Individuals who receive monetary compensation will meet these criteria:

- The person identifies as having lived experience of homelessness.
- The person holds a "Lived Experience" or "Youth Action Board" seat on the HSC Board of Directors or is a member of the HSC Lived Experience Committee (LEC).
- The person has completed an IRS W-9 form for the HSC Board's Fiscal Sponsor, the Center for Community Stewardship.
- The person is not already being compensated for their time (e.g. as an employee of a homeless services agency or by another employer) during qualifying activities.

Qualifying activities - Eligible individuals may be compensated for participation in the following:

- HSC Board meetings (including special sessions, retreats, and new Board member orientation)
- LEC meetings and LEC leadership team meetings
- Committee meetings (for official committees listed on the HSC website)
- Funding review team meetings
- Monitoring participation
- Orientation and training for HSC Board of Directors, Youth Action Board or LEC
- Recruiting new members for HSC Board of Directors, Youth Action Board or LEC and providing mentorship support to retain members

Compensation specifics - The following describes how compensation will be provided to eligible individuals who participate in qualifying activities:

- Rate of compensation is \$20/hour.
- Eligible individuals will submit a request for compensation to the Treasurer of the HSC Board or its designee no later than the 5<sup>th</sup> day of the month with a record of their time for the previous month (emails sent later than this may result in the compensation not being available until the following month). The request will include the date of the qualifying activity, what the activity was, and the amount of time spent at the activity.
- Time spent at qualifying activities will be rounded to the nearest half hour. For example, a person participating for 1 hour and 40 minutes will be compensated for 1.5 hours. A person participating for 50 minutes will be compensated for 1 hour. A person participating for 10 minutes will not be compensated.
- The Treasurer of the HSC Board or its designee will review the cost eligibility, approve the requests, and send them to the fiscal sponsor by 7<sup>th</sup> day of the month for payment processing. Funding sources to make the payment will be specified.
- Compensation checks will be cut per fiscal sponsor's schedule and will be available no later than the 3<sup>rd</sup> Thursday of the month. Checks will be sent to participants at the address on file or available for pickup at the C4CS office.

Availability of funds - Compensation is dependent upon the availability of funds, as follows:

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- If there are insufficient funds available, eligible individuals will be informed of this, and will not receive compensation until funds become available again.
- When funds become available, compensation for eligible individuals will resume, and based on the amount of back pay accrued and the amount of funding available, the HSC Board Executive Committee will determine whether partial or full back pay for past qualifying activities will be provided.