



Community Member Compensation Information

The Liquor and Cannabis Board (LCB) is committed to partnering with community members and we appreciate your perspective, feedback, and ideas to help inform and improve LCB policy, programs and services.

The purpose of this document is to provide information about the opportunity to be compensated for sharing your expertise and lived experience as part of an LCB Workgroup or at an upcoming LCB event.

Overview of Compensation and Reimbursement

For community members with lived experience or who are low income, the LCB is able to provide:

- Compensation for your participation (including travel time):
 - Up to and including one hour=\$45.00
 - More than one hour and equal to two hours=\$90.00
 - More than two hours and equal to three hours=\$135.00
 - More than three hours and equal to four hours=\$180.00
 - Anything over four hours=\$200.00
- Reimbursement for adult (\$34/hr) and child care (\$25/hr), \$50 for each additional adult/child per day
- Reimbursement of travel, lodging, and meals
 - Note: LCB can book lodging upon request. LCB can only reimburse travel, lodging, and meals up to the amounts listed [here](#).

Eligibility and Definitions

All community members who have lived experience or are low income are eligible for compensation and reimbursement unless you are otherwise being compensated for your attendance at the meeting/event.

- Lived Experience – Direct personal experience in the subject matter being addressed.
- Low Income – An individual whose income is not more than 400% of the federal poverty level, adjusted for family size.

Compensation May Impact Benefits Eligibility

Compensation for your participation and adult/child care could be taxable and potentially impact benefits eligibility. Please follow up directly with your program(s) or benefits provider to decide whether or not to accept compensation.

Register as a Statewide Payee

In order to receive compensation and/or reimbursement from the LCB, you will need to submit a [Statewide Vendor/Payee Registration Form](#) through the Office of Financial Management (OFM).

Please complete the first step to become a Statewide Payee by submitting the [Vendor/Payee Registration](#) form **before** the meeting/event as it can take up to 15 days for OFM to process. If additional information is needed, your request will be delayed until all information is received.

You can expect payment from the LCB within 14 days once you are a Statewide Payee and we receive a complete request.



How to Request Compensation and Reimbursement

The table below outlines the steps to request and receive reimbursement from the LCB.

Step	Action	Why?
1. Register as a Statewide Payee before meeting/event	Submit Vendor/Payee Registration Form to OFM to the prior to meeting/event Visit OFM's Statewide Vendor/Payee Services site for more information	Registering as a Statewide Payee allows the LCB to process payment timely, including direct deposits, and track payments for IRS purposes.
2. Attend meeting/event	Participate and provide your expertise, experiences, and perspective	We value your voice to help develop and improve policy, programs, and services.
3. Submit request to the LCB	Submit the Community Member Request for Compensation and Reimbursement form along with any receipts (such as lodging or adult/child care), to meeting organizer within 30 days of the meeting/event <i>Note: A Statewide Payee number is needed (see Step 1)</i>	Completing the Community Member Request for Compensation and Reimbursement form provides the LCB with the information needed to begin the payment process.

Further Information and Assistance

If you have questions or need additional help, please contact Jim Weatherly, Diversity, Equity, and Inclusion Manager, at 360-764-3642 or jim.weatherly@lcb.wa.gov.