



North Dakota

**YOUTH ACTION BOARD**



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# North Dakota-500 Continuum of Care Youth Action Board

## Youth Compensation Policy

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Youth Action Board Approval: April 2023  
ND CoC Board Approval: April 2023  
ND CoC Membership Approval: May 2023 (pending)

Next Review: April 2024

The Youth Homelessness Demonstration Program (YHDP) is a U.S. Department of Housing and Urban Development initiative designed to support communities across the United States in the development and implementation of a coordinated community approach to preventing and ending youth homelessness. In 2021, the North Dakota Continuum of Care (ND CoC) was one of 33 communities selected in the fourth/fifth rounds of YHDP funds to implement a local plan to prevent and end homelessness among youth and young adults in North Dakota.

## **I. Compensation Policy**

- A. The ND CoC compensation policy applies to youth participating in the ND Youth Action Board (YAB). Eligible youth include those age 24 and younger with lived experience. The rate of compensation is \$30 per hour. Youth may also receive reimbursements for mileage and travel costs, food, and lodging when applicable and approved by the ND CoC. Compensation may be in the form of check or direct deposit.
- B. While youth may receive food or other amenities with attending a YAB meeting, these will not be considered compensation, instead part of the engagement process. Other funds besides the YHDP Planning grant may be used to reimburse youth including discretionary funds, donations, foundation funds, grant funding, etc.

## **II. Reimbursement Policy**

For a youth or young adult to get reimbursed, a W9 Tax Form must be completed and submitted to the ND CoC. This information includes, but is not limited to, first and last name, address, and social security number. To be reimbursed by direct deposit, a direct deposit form must be completed and submitted to the ND CoC.

### **A. YAB Member Responsibility**

- 1. Youth must complete the YAB Compensation Form in Google to receive reimbursement for time and activities. The form will serve as supporting documentation for all expenses. The form includes:
  - a. Email address
  - b. First and last name
  - c. Phone number
  - d. Type of payment method
  - e. Address (if requesting payment via check)
  - f. Date(s) of YAB activities
  - g. Number of hours
  - h. Code word (if watching recorded YAB meetings)
  - i. Type of activity
  - j. Mileage (if applicable), including number of miles and to/from locations
  - k. Meal expenses (if applicable)
  - l. Lodging (if applicable), including lodging location and cost of lodging
- 2. Mileage will be reimbursed at the federal rate of 65.5 cents per mile when a personal vehicle is used for YAB activities. To be reimbursed for mileage, a valid driver's license and insurance must be on file. The number of miles and to/from locations must be included on the Google form.

3. Meals will be reimbursed following the ND Office of Management and Budget policy at a per diem rate. To be reimbursed for meals, the date and time of travel must be included on the Google form.
    - a. First quarter, 6 a.m. to 12 noon, \$7
    - b. Second quarter, 12 noon to 6 p.m., \$10.50
    - c. Third quarter, 6 p.m. to 12 midnight, \$17.50
    - d. Fourth quarter, 12 midnight to 6 a.m., \$0
  4. Lodging will be reimbursed in full at a reasonable rate, and a receipt is required. The location and cost must also be included on the Google form.
  5. Travel reimbursement must be pre-approved by the ND CoC. If a YAB member cannot purchase the item, an agency may purchase on behalf of the YAB member and be reimbursed through the process detailed in this policy.
- B. ND CoC Responsibility
1. Once completed, the youth must submit the form through Google. If receipts are required, those must be sent to the ND CoC coordinator ([smwiller@nd.gov](mailto:smwiller@nd.gov)). The information will be accessed by the ND CoC coordinator to review and approve. Compensation requests will be reviewed and approved every other week with payment requests being submitted to the Fargo-Moorhead Coalition to End Homelessness (FM Coalition) or other responsible entity by the ND CoC coordinator. YAB members will be paid every other week. The FM Coalition or other responsible entity shall remit payment to the youth.
  2. For the ND CoC to be reimbursed out of the YHDP Planning grant or other available funds, the FM Coalition or other responsible entity shall submit an invoice to the ND CoC coordinator for approval. The invoice will be sent to the YHDP Planning grant fiscal agency (ND Housing Finance Agency) or other responsible fiscal agency for processing and reimbursement.