TORONTO
HIV/AIDS
NETWORK

THN Event Participation Compensation & Reimbursement Guidelines

INTRODUCTION

The following participation, compensation and reimbursement guidelines for meetings, trainings, conferences, program activities and other events were approved by the THN Steering Committee on May 17, 2019. These guidelines build upon the THN Childcare Subsidies Guidelines developed in 2015 as well as being informed by HIV Resources Ontario protocol, processes and compensation amounts. Guidelines will be reviewed annually.

The goals of these guidelines are to strengthen:

- consistency and transparency of practice among THN member agencies, while still allowing individual agency flexibility where and as needed;
- clarity and consistency for clients and community members for whom these guidelines might be applicable;
- available resources for THN member agencies to modify and develop individual agency policy, procedures and guidelines.

These guidelines are intended for THN member agencies to incorporate the relevant content into their own policies, procedures and guidelines. THN member agencies may modify or make exceptions to these guidelines as required to align appropriately with existing agency accountability and processes. The guidelines will also apply for THN related activities.

1.0 TRANSPORTATION

Individuals attending meetings, trainings, conferences, program activities and other events are eligible for travel expense reimbursements based on the most cost effective means. Availability of the organization to provide reimbursement may vary depending on event/program budget and overall availability of funds for the THN member agency. Promotion of each event or program will identify whether transportation reimbursement is available. When reimbursement is available, the following rates will apply:

- Public transit: tokens or current cost reimbursement for public transit unless individual has an existing transportation benefit such as ODSP Special Necessities Benefit
- Private vehicle: $0.40/km for mileage
- Parking: Parking may be covered with provision of receipt
- Taxi (or similar transportation service): taxi fare including a tip on the fare (10% maximum) with provision of receipt

2.0 MEALS

Individuals are eligible for reimbursement of meal expenses if a meal is realistically required but not provided by the event or meeting. Promotion and/or registration of each event or program will identify whether refreshments are provided and whether reimbursement for additional meal expenses is available. Please note that alcoholic beverages will not be reimbursed.

Rates include taxes and gratuities (up to 20% on pre-tax food costs). Itemized receipts must be attached, not credit card slips alone, in order for reimbursement up to the following rates:

- Breakfast: $10
- Lunch: $12.50
- Dinner: $22.50

Staff organizing events and meetings will follow the following additional processes:

- Up to 20% pre-tax tip on food bill may be added for restaurant hosted events
- $5 maximum tip for food delivery

3.0 CHILDCARE

This section is drawn from the THN Guidelines for Agencies Providing Clients with Childcare Subsidies finalized in 2015. The document was developed by an extensive THN facilitated process with multiple agencies, working closely with Casey House, recognizing that the Casey House Childcare Fund is a key source of reimbursement for agencies in Toronto to utilize. Given this, the reimbursement amounts reflect the Casey House Childcare Fund maximums. However, agencies are welcome to consider higher amounts recognizing that if they exceed these amounts, the onus is on the agency to meet its commitment to the client by covering the associated costs and informing the client of the situation.

Whatever the funding source, the resulting guidelines are intended to guide THN member agencies and their staff in providing childcare subsidies to clients with childcare responsibilities (i.e., parents or persons with custody of children, and responsible for care) who have HIV and are attending an HIV/AIDS-related support group, workshop, retreat or similar event without their child.

For the full guideline details, please see Appendix A: Toronto HIV/AIDS Network (THN) Guidelines for Agencies Providing Clients with Childcare Subsidies.

Generally, individuals attending meetings or events are eligible for childcare expenses if they:

- are HIV positive, and
- are a parent or a person with custody, and responsible for care, of a **child under 12**, and
- the child is under 6 and is not at school or in a childcare program OR the child is 6 or over and the event is held after 3:30 pm on weekdays, on weekends, when the child is sick or when the child's school is closed for holidays, PA and PD days, school vacation or any other reason, and
- are attending an HIV/AIDS event that provides a childcare subsidy.

Additionally some agencies offer support to get help to pay for childcare to attend a medical appointment.

Reimbursement of actual costs will be $10 an hour to a maximum of $75 per day (24 hr. period).

4.0 HONOURARIA

Commitment and manifestation of GIPA/MEPA within an organization includes program and other roles noted below where honouraria may be provided. Additionally, many other key engagement opportunities exist and would be expected in demonstrating a commitment to GIPA/MEPA where honouraria would not be available or appropriate (e.g. Board of Director and staff roles).

An honorarium is not a fee for service but a financial token of appreciation.

In general, the individual should be carrying out the role in an individual, voluntary capacity and not as an organizational representative. An honorarium will not be provided to an individual representing an organization or an organizational employee unless it is the written policy of that organization to allow receipt of an honorarium by such individuals.

The amount an individual will receive as an honorarium will depend on factors such as, the role to be played, length of time required to carry out the role and availability of funds for the THN member agency.

Organizations will follow their internal financial procedures in determining how an honorarium is paid (e.g. by cheque, cash or electronic funds transfer. For cash payments, recipients will be required to sign an acknowledgment of receipt for the honorarium.

THN members may require a signed, written agreement with an individual prior to the work/activity for which the honorarium will be paid.

Honorarium practices must align with Canada Revenue Agency requirements and the requirement of the THN member to issue a T4A should be discussed in advance with recipients.

An honorarium may be provided to an individual for sharing her/his knowledge, skills, expertise, opinion and/or lived experience as a presenter, panelist, working group member, peer facilitator, consultation participant or focus group member, among other roles.

Additionally, organizations may have ongoing Peer programs, structured whereby Peer volunteers receive an honouraria for specific roles and duties.

The following amounts are recommended minimums and ranges.

<table>
<tr><th>ROLE</th><th>AMOUNT</th></tr>
<tr><td colspan="2">Peer Programming (generally roles requiring some level of disclosure of lived experience)</td></tr>
<tr><td>Peer Speaker
• generally focused on education and awareness
• it’s understood that each session may require preparation and/or organizational procedures (e.g. data tracking)</td><td>$60 per speak
(up to 3 hrs.)</td></tr>
<tr><td>Peer Outreach worker
• it’s understood that each shift may require preparation and/or organizational procedures (e.g. data tracking)</td><td>$60 per shift
(up to 3 hrs.)</td></tr>
<tr><td>Peer Facilitator
• it’s understood that each session may require preparation and/or organizational procedures (e.g. data tracking)</td><td>$60 for each session
(up to 3 hrs.)</td></tr>
<tr><td colspan="2">Conferences & Meetings</td></tr>
<tr><td>Community panelist (up to 30 min.)
• considerations: level of expertise required ; length of presentation; requirement of disclosure of lived experience; required preparation; comparable/ ’market’ compensation</td><td>$50 to $100 per panel presentation</td></tr>
<tr><td>Presenter (30 min. to 3 hours)
• considerations: level of expertise required ; length of presentation; requirement of disclosure of lived experience; required preparation; comparable/ ’market’ compensation</td><td>$60 to $250 per presentation
(up to 3 hrs.)
$100 norm</td></tr>
<tr><td>Community Facilitator</td><td>$100 (up to 3 hrs.)</td></tr>
<tr><td>Professional Facilitator</td><td>negotiated rate</td></tr>
<tr><td>Focus group participant</td><td></td></tr>
<tr><td>Working Group/Committee member</td><td>$60 per mtg./activity
(up to 3 hrs.)</td></tr>
<tr><td>Indigenous elder/community representative
• delivering welcoming or blessing ceremonies</td><td>$100 to $200</td></tr>
</table>

Appendix A
Toronto HIV/AIDS Network (THN) Guidelines for Agencies Providing Clients with Childcare Subsidies

This document was developed by a THN facilitated process with multiple agencies. Whatever the funding source, the resulting guidelines are intended to guide THN-member agencies and their staff in providing childcare subsidies to clients with childcare responsibilities (i.e., parents or persons with custody of children, and responsible for care) who have HIV and are attending an HIV/AIDS-related support group, workshop, retreat or similar event without their child.

The guidelines are consistent with the requirements of the Casey House Childcare Fund that provides the majority of subsidies when clients with childcare responsibilities:

- need to attend a medical appointment, or
- are ill and require hospitalization, or
- need some respite time (cannot manage daily child care or are in need of use of respite bed in health care facility on a temporary basis).

For more information about the Casey House Fund, or when a client is facing an exceptional situation that is outside these guidelines, please contact the Casey House Clinical Manager at 416-962-7600. Please also contact the Casey House Clinical Manager when planning a retreat.

Underlying Principles and Benefits

The guidelines are designed to support a common approach among agency staff, whether working within the parameters of the Casey House Fund or their own agency's funds, while recognizing that funds are limited. This approach will afford:

- Clarity and consistency of practice among THN-member agencies, while still allowing individual agency flexibility where and as needed
- Clarity and consistency for clients accessing the funds
- Ease of administration for agency staff.

What's included:

The guidelines touch on the following areas:

- Determining Eligibility
- Level of Subsidy
- Collecting and Updating Relevant Documentation.

Determining Eligibility

For special circumstances that might affect eligibility for the Casey House Childcare Fund, please check with Casey House Clinical Manager.

Avoid Requesting Multiple Documents Where Possible. As a guiding principle, agency staff should seek the most reliable documentation for determining eligibility and avoid duplicating information by requesting multiple documents that include the same information.

Age of Child. For the purposes of paying out childcare subsidies, a "child" is defined as a young person under 12 years of age.

Childcare payments will not be provided to a client if the child is 12 or over. Subsidies may continue up to the end of the month during which the child turns 12 as determined by the agency involved with the client, but not beyond that point. This is consistent with Casey House requirements.

Documentation Establishing Child's Age and Caregiver Role. As noted above, documentation is required to establish a child's age and the client's role as a caregiver with custody of the child***.***

The most reliable documentation that includes proof of a child's date of birth or current age and their place of residence or custody arrangements are a combination of the following documents:

- Proof or child's date of birth or current age:
  One of the following documents:
  - Child's Birth Certificate or Birth Registration, **or**
  - Child's Health Card or Interim Federal Health Program papers, **or**
  - Child's Passport or Immigration document

  AND

- Proof of client's custody of child:
  One of the following documents:
  - Ontario Works/Ontario Disability Support Program payment stub, **or**
  - Child Tax Benefit Statement, **or**
  - Child's School Record or a letter from the school (for proof of child's address which would support client's relationship as custodial caregiver)

School Attendance. Providing they have documentation confirming the age of the child, agency staff may assume that children age 6 and over attend school full time.

Clients with children in school are not eligible for subsidies during regular school hours, which generally means during the period from 9:00 a.m. to 3:30 p.m., Monday through Friday, with the exception of statutory holidays, vacation days and days when schools are closed for professional development or other reasons.

It is recommended that agency staff refer to the school year calendars for Toronto's two school boards regarding school hours, vacations and professional development days, in order to avoid programming during dates/times when schools are closed wherever possible:

- Toronto District School Board (TDSB), School Year Calendar: http://www.tdsb.on.ca/AboutUs/Calendar.aspx
- Toronto Catholic District School Board (TCDSB), School Year Calendar: http://www.tcdsb.org/school/schoolyearcalendar/Pages/default.aspx.

Children in Childcare. Under the age of 6, children may be placed in childcare. There is no reliable way of determining whether a child under age 6 is in childcare. The client's own statement that the child is not in childcare is sufficient.

Time Outside Regular School Hours. Childcare subsidies for clients with school-age children will be for the time outside of school hours. Time outside regular school hours includes time after 3:30 p.m., on weekends, statutory holidays, professional development days, and school vacation.

Travel Time. Ideally, programs on regular weekdays will be designed in ways that recognize regular school hours and the need for clients to drop off and pick up their children at school or return home by the time children arrive home from school.
Regardless of when programs are offered, agency staff may wish to approve childcare subsidies beyond the hours during which the program is offered in order to accommodate a client's travel time to and from the program. It is impossible for agency staff to calculate client travel times. Therefore, travel time should be established as one hour (to and/or from home) regardless of distance or mode of transit.

What if a child is sick? If a child is sick, the general expectation is that a client with childcare responsibilities would not participate in a specific program. However, a client may still have a special need (e.g. to attend a specific appointment) to find reliable childcare support to help them deal with this situation. This is a situation where agency staff will need to rely on their own judgment. It is also a situation that underlines the need for flexibility in using these guidelines.

Level of Subsidy

Clients with childcare responsibilities who attend support groups at THN-member agencies are eligible to receive childcare subsidies (providing the resources are available) according to the following limitations.

Basic Hourly Rate Up to Daily Maximum and Yearly Maximum. Subsidy amounts should be consistent with those set by Casey House, namely $10 an hour up to a maximum of $75 per day. The yearly maximum associated with the Casey House Childcare Fund is dependent on the funds raised/available in any given year. Casey House will keep agencies informed of any changes in the yearly maximum and as clients approach their maximums. Should agencies exceed these maximums, the onus is on the agency to meet its commitment to the client by covering the associated costs and informing the client of the situation. It is to the benefit of an agency to invoice on a regular basis to ensure that they are informed in a timely way where clients have met or are approaching their maximums.

Definition of "a day". A day is defined as any 24-hour period. In other words, the $75 maximum includes overnight (e.g., if a retreat is involved).

Level of Participation/Attendance. It is important for agencies to be clear about program start and finish times.

In some cases, agencies may wish to specify that clients must have arrived when a program starts in order for clients to access available childcare subsidies. In other cases, it may make sense for agency staff to identify a time up to which late arrivals will be admitted. For example, if a client misses the first 15 minutes of a program, does it create a significant gap in their level of participation throughout the rest of the program? Alternatively, can the client catch up and join in just as freely without disrupting the experience for other participants?

Limiting access to childcare subsidies for clients who arrive late or leave early must be at the discretion of individual agencies since this consideration is linked to how programs are structured. Whatever the decision, for purposes of transparency, agency staff should clearly inform clients affected by any decisions to limit access to childcare subsidies.

Collecting and Updating Relevant Documentation

Agencies to Establish Own Procedures Regarding the Collection And Retention of Client Documents. Each agency must ensure that a client is eligible for a childcare subsidy by examining the documentation described under "Determining Eligibility".

It is up to each agency to establish:

- how best to inform clients regarding the need for documentation. To assist agencies, THN has a plain language version with information for clients that agencies can distribute to clients. The client version is also available in French and Spanish.
- information collection procedures which may include the use of consent forms
- information retention policies and procedures that are consistent with the requirements of privacy legislation.

In order to provide clear and consistent information to clients, agencies may wish to develop an information sheet that speaks to agency-specific collection and retention of client documents.

Some Clients May Not Consent. If a client does not consent to share information, then the client will need to provide documentation to each agency where they request a childcare subsidy.

Updating Documentation. Agencies need to update client/child information annually to ensure that eligibility requirements continue to be met and changes in a child's school attendance are captured.

The timing for renewing information is September 1 or whenever the client presents for childcare after September 1. This means that the information reflects school attendance at the beginning of the school year. (Agencies can calculate the age of children documented in the previous year if they have retained the documentation.)

Invoicing Casey House. In addition to following these and related Casey House guidelines, agencies that wish to access the Casey House Childcare Fund to offset their costs should submit invoices monthly (i.e., by the 10th of the month for the month preceding). This is the best way to support Casey House in providing those who access the fund with up-to-date information.

To provide feedback, at any time, on the THN Guidelines please contact THN at: murray@torontohivaidsnetwork.org