**Consumer Involvement Fund**

PURPOSE:

The Oklahoma Developmental Disabilities Council encourages the participation of individuals with developmental disabilities and family members at conferences, training sessions, and comparable activities.

INSTRUCTIONS:

As Council funding is available and appropriate, the Council shall fund an annual budget line-item entitled “Consumer Involvement Fund” to assist persons with disabilities and their family members to attend conferences, training sessions and comparable activities directly related to the field of developmental disabilities. Such participation should be relevant to persons with disabilities and programs and services in developmental disabilities. All applicants must meet the following criteria:

The person requesting travel reimbursement from the Council must be an individual with a disability, or the immediate family member, foster parent, or guardian of an individual with a disability.

In order to be considered for reimbursement by the Council, the applicant must:

1. Make written request to the Council at least 10 weeks prior to the event if out of state or 30 days prior to the event if in state. Exceptions to this will be voted on by the Council's Executive Committee.
2. Provide a cover letter in which the applicant describes his/her rationale for attending the conference, the applicability of the conference to the Council’s work as defined in the State Plan, and plans to disseminate conference information.
3. Provide a printed or electronic copy of the full conference brochure which includes designated hotel, registration fee information and forms, date and location of conference, and purpose of the conference.
4. As it is the intent of the Council to reimburse partial travel expenses of persons requesting Council assistance, the Council requires that persons wishing to receive a Council stipend for travel secure partial funding from other sources such as private foundations, public or private service agencies, an employer, or personal funds. The application must provide a full cost estimate of expenses, noting expenses requested of the Council and expenses to be assigned to the traveler or a third party. As applicable, expenses related to a personal care attendant or aide for a traveler with a disability should be included in the budget/application.

In order to be reimbursed by the Council, the traveler must:

1. Adhere to travel reimbursement laws and policies of the State of Oklahoma.
2. Arrange and pay for transportation to/from the conference or event. These expenses are NOT eligible for reimbursement by the Council, due to expense and difficulties in arranging such logistics under the travel policies of the State. Such expenses are eligible for consideration as the traveler’s contribution, as noted above.
3. Arrange other logistics for the conference, such as hotel reservations and conference registration.
4. Keep records and receipts of expenses.
5. Provide conference materials and a written and/or verbal report to the Council within four weeks of return. The Council's Executive Assistant will facilitate this process.
6. Write letters of introduction as constituents to State Representative, State Senator, U.S. Representative, and U.S. Senators; copies of which must be submitted to the Council. The Council has sample letters available for use by traveler; and Congressional/Legislative contact information is available at www.vote-smart.org or similar websites.
7. Develop and submit to the Council a brief fact sheet of information from the conference and disseminate it to constituency groups per plan submitted with Consumer Involvement Fund request. Examples can be provided by the Council’s Executive Assistant. The Council’s Contact Information Form is included in this instruction.
8. Complete and return the Consumer Involvement Fund Feedback Form, included in this instruction.

NOTE: Conference registration may or may not be able to be arranged as a direct-bill to the Council. All other expenses agreed to by the Council (local transportation, per diem, lodging, etc.) must be paid by the person traveling and will be reimbursed upon return, consistent with the approved request. The traveler should be aware that hotel overnights deemed unnecessary by the DHS Travel Coordinator will not be eligible for reimbursement. (The traveler will know of such restrictions before traveling.)

The Council will fund no more than one request every two years, per person or family.

The Council will provide no more than $1000 per individual or $2000 per family or individual traveling with a personal care attendant. For a family to receive funding up to $2000, all persons traveling must have a relevant reason for attending, such as a conference track on siblings, a clinical or experiential opportunity with an expert in the field, or the like.

Unless the Council is a sponsor or co-sponsor of an event, non-Council member travel will be limited to two persons or families per individual conference or event. Additionally, the Council will provide no more than $2000 toward stipends for any single conference or event unless sponsored or co-sponsored by the Council. Exceptions to this instruction must be approved by a 2/3 vote of the Executive Committee. Such exceptions will require additional information about the conference and travelers to justify the need for additional travelers or expense, and may be subject to additional reporting requirements of the Council. Such additional requirements will be part of the acceptance letter from the Council.

Priority of assistance will be by order of requests submitted, unless among the applicants there are persons who have not yet attended such a meeting as well as those who have. In these cases, the Council may choose to provide funding for the person who has not yet attended such meetings.

The Council’s Executive Committee will approve travel requests based on the following criteria:

* Does the applicant qualify for the Consumer Involvement Fund as listed above?
* Does the applicant provide an adequate rationale for the Council to consider funding and does the applicant state a specific plan to share the information gathered at the conference to other constituents in the state?
* Are conference topics directly related to the field of developmental disabilities and considered evidence-based practice in the field?

Decisions made by the Council’s Executive Committee are final, non-negotiable, and non-transferable.