**Kentucky SILC**

**PERSONAL ASSISTANT SERVICES REIMBURSEMENT**

**POLICY**

The Kentucky Statewide Independent Living Council (SILC) shall reimburse members for Personal Assistant Services (PAS) required in order to attend SILC activities.

**PROCEDURES**

1. The Executive Committee shall require documentation from a medical provider of the limitations requiring the PAS.
2. The Executive Committee shall approve any exceptions to the policy before any expenses are encumbered. SILC members requesting an exception shall put their request in writing and send to the SILC Chair for review at the next scheduled meeting of the SILC Executive Committee.
3. After the meeting or event, the SILC member shall submit a travel voucher for the PAS and other travel expenses to the SILC Administrative Staff. The PAS form shall be filled out completely and signed by the appropriate individual. Actual hours worked, the hourly rate, taxes and other expenses shall be reflected in the form. Any deviation from this policy may result in a disallowed claim.
	1. Reimbursement for personal assistant services shall be paid only for actual hours worked. A lesser fee should be negotiated whenever possible.
	2. The minimum reimbursement shall be minimum wage per hour and the maximum rate shall be $11.50 per hour. Reimbursement shall not exceed $276.00 in a twenty-four (24) period, regardless of certification or the number of attendants. FICA, unemployment compensation and worker’s compensation taxes shall be reimbursed based on the actual personal assistant fees paid, subject to the current rates.
	3. The SILC member shall pay all taxes and submit only one lump sum statement for reimbursement. Reimbursement is limited to the total personal assistant fees encumbered and taxes paid, less any third party payments.

d. Meals shall be reimbursed according to the current state travel policies and at the current state rate for travel. For reimbursement of breakfast and lunch, overnight hotel lodging is required. If meals are provided for during functions or included in the charges for lodging, reimbursement shall not be claimed.

Adopted: November 10, 1994

Revised: March 12, 1998

 December 3, 2002

 March 14, 2003

 December 2, 2003

 June 2012