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Clark County Regional Support Network Policy Statement

Policy No.: AD06
Policy Title: Consumer, Family, Advocate Education and Training Fund
Effective Date: September 1, 2002

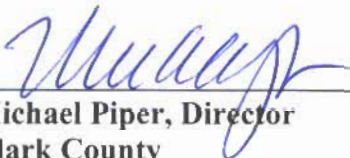
Policy: The Clark County Regional Support Network (CCRSN) shall promote, approve and expend within available resources a fund to underwrite the expenses of consumers, families and advocates to attend appropriate conferences and/or training in or out of Washington State. The CCRSN will contract with Consumer Voices Are Born (CVAB) to manage the distribution of these funds in the form of scholarships. The scholarship fund shall provide for complete and/or partial funding of conference registration fee(s), mileage and/or transportation costs, meals, lodging, and other related expenses upon approval. Mental health agencies and interested parties will be informed of the fund. In order to qualify for this funding, an individual must be a resident of Clark County and, one or more of the following: a consumer of mental health services, a family member of a consumer of mental health services, or an advocate of consumers of mental health services. An eligible individual may use this fund only once per Mental Health Block Grant (MHBG) fiscal year October through September. Scholarship availability is based on the availability of funding. Employees of the CCRSN and contracted Community Mental Health Agencies are not eligible.

Reference: WAC 388-865, State of Washington Mental Health Division (MHD)/CCRSN MHBG Contract, CCRSN Policies and Procedure: CR03 Consumer Complaints and Grievances

Procedure:

1. All requests for scholarships must be made in writing using the *CCRSN Scholarship Application Form* and mailed, faxed, or hand-delivered to: Consumer Voices Are Born (CVAB), P.O. Box 1707, Vancouver, WA 98668-1707, ATTENTION: Scholarship Request. The application must include (but is not limited to) the following:
 - a.) Name, Address, and Telephone Number at which the individual requesting funds can be contacted;
 - b.) Conference/Training Agenda (Description, Type and Content);
 - c.) Dates and Location of Conference/Training;
 - d.) The **Total Amount** Requested and, an Itemization of ALL Travel Expenses (i.e., transportation, hotel, meals, and tuition/registration);
 - e.) A Brief Paragraph on why the individual is requesting this particular Conference/Training.
2. Requests must be received at least thirty (30) days in advance of the event to allow sufficient time to process a purchase order or check request. Exceptions to this deadline will be handled on a case-by-case basis.

3. Requests will be reviewed promptly by the Scholarship Review Committee.
 - a.) The Scholarship Review Committee will be comprised of five individuals, representing CVAB and CCRSN.
 - b.) The Scholarship Review Committee will be available to meet as often as twice per month to review scholarship applications.
 - c.) Individuals requesting funding will be sent a written response to their request via e-mail or letter.
4. Disbursement of funds will be as follows: a check or purchase order shall be made payable directly to the appropriate vendor(s). Incidentals will be reimbursed per County guidelines.
5. Non reimbursable expenses include, but are not limited to:
 - a.) Alcoholic beverage expenses;
 - b.) Valet Services, defined as the hiring of a personal attendant who takes care of the individual's clothes, car, etc.;
 - c.) Entertainment Expenses, Radio or Television Rental, In-Room Movies, and other items of a similar nature;
 - d.) Taxi Fares or other transportation costs to or from places of entertainment;
 - e.) Costs of Personal Trip Insurance (such as personal accident insurance, personal effects insurance, and extended liability insurance) and medical and hospital services;
 - f.) Personal Telephone Calls;
 - g.) Excessive costs, circuitous routes, delays, or luxury accommodations that are unnecessary or unjustified.
6. Requests for advance payment for reimbursable expenses will be honored only by exception.
7. All requests shall be considered on an individual basis.
8. Appeals to this Application Process can be filed according to the CCRSN Policy CR03 Consumer Complaints and Grievances.

Approved By: 
Michael Piper, Director
Clark County
Department of Community Services

Date: 12/28/06