



## Ohio Administrative Code

### Rule 5123-100-06 Reimbursement of workgroup member expenses.

Effective: May 22, 2025

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#### (A) Purpose and scope

This rule governs the circumstances under which the Ohio department of developmental disabilities may reimburse official members of official workgroups for actual and necessary expenses as permitted by section 5123.0424 of the Revised Code.

#### (B) Definitions

For the purposes of this rule, the following definitions apply:

(1) "Actual and necessary expenses" includes, but is not limited to:

(a) Mileage reimbursement for attending an in-person workgroup meeting.

(b) Meal reimbursement (not to exceed the applicable per diem rates for the continental United States established by the United States general service administration) for attending an in-person workgroup meeting if:

(i) The meeting lasts longer than four hours;

(ii) A meal is not provided as part of the meeting; and

(iii) The meeting extends into a traditional meal period.

(c) A stipend as compensation for participating in a workgroup meeting, either in-person or virtually.

The amount of a stipend will not exceed:

(i) One hundred dollars per day when the meeting is four hours or longer; or



- (ii) Fifty dollars per day when the meeting is longer than one hour but shorter than four hours.
- (2) "Department" means the Ohio department of developmental disabilities.
- (3) "Director" means the director of the department or that person's designee.
- (4) "Official member" means a member of an official workgroup who was appointed by the director.
- (5) "Official workgroup" means a "workgroup" described in section 5123.0424 of the Revised Code, that has been approved through the process outlined in paragraph (C) of this rule.
- (6) "Workgroup facilitator" means the deputy director of the division of the department that is organizing or leading the workgroup or that person's designee.

(C) Designation as an official workgroup

- (1) A workgroup facilitator will submit a request to the director to designate the workgroup as an official workgroup of the department.
- (2) The director may approve a request that demonstrates all of the following:
  - (a) The workgroup serves a clearly defined business purpose.
  - (b) The workgroup has a clearly defined scope or charter and the workgroup will exist only until the identified goal or outcome is achieved.
  - (c) The workgroup is comprised of department employees as well as external stakeholders, including individuals with developmental disabilities and family members of individuals with developmental disabilities.

(D) Eligibility for reimbursement



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(1) Official members may be eligible for reimbursement of actual and necessary expenses when all of the following requirements are met:

(a) The official member is an individual with developmental disabilities or a family member of an individual with developmental disabilities.

(b) The official member does not otherwise receive reimbursement for travel expenses, wages, or compensation from any other source for performing the duties on the official workgroup. An official member is not eligible for mileage reimbursement if a provider of services is receiving Medicaid reimbursement for transporting the official member to the official workgroup meeting.

(c) No statute prohibits the official member from being reimbursed for actual and necessary expenses.

(2) As soon as practicable after the initial official workgroup meeting is scheduled, the workgroup facilitator will issue written notice informing official members who may be eligible for reimbursement.

(E) Submission of request for reimbursement

(1) An official member seeking reimbursement for actual and necessary expenses will complete all required forms to register as a supplier in the Ohio administrative knowledge system.

(2) After an official workgroup meeting, the workgroup facilitator will provide eligible official members with the forms necessary to obtain reimbursement.

(3) Eligible official members must submit the completed forms with required supporting documentation to the department within fourteen calendar days of the official workgroup meeting.