



STATE OF WASHINGTON
GOVERNOR'S COMMITTEE ON DISABILITY ISSUES AND EMPLOYMENT

*Employment Security Department • P.O. Box 9046 • MS: 6000 • Olympia, Washington • 98507-9046
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October 7, 2024

Karen Bowerman, Councilor Liaison & The Clark County Council
1300 Franklin Street
PO Box 5000
Vancouver, WA 98666-5000

Dear Councilor Bowerman and the Clark County Council,

We received your county's Letters of Assurance and your request to establish an Accessible Community Advisory Committee (ACAC) has been approved.

Your ACAC is now eligible for cost reimbursement for meeting expenses and reasonable accommodations. Such as:

- Sign language interpreters.
- CART services (real-time captioning).

To be eligible for reimbursement, an ACAC activity must be pre-approved. Attached is the *Meeting and Travel Reimbursement Approval Request Form*, to be used for planning meetings so that reimbursement can be requested. The form is filled out several meetings in advance to document meeting expenses and accommodations for members to fully participate. Requests for reimbursement need to be submitted *30 days* in advance of the meeting. This form is a management tool. If your costs end up being higher than you anticipated please send me a note with an explanation before the next meeting.

Sign language interpreter costs, CART services (real-time captioning), language interpreters, etc. are expenses that are eligible for payment. Please have those providers send their invoices directly to me.

Members of your ACAC are eligible to receive individual reimbursements for travel expenses (mileage, bus, paid driver, personal care assistant, etc.) when those expenses would create a barrier to that member participating in the ACAC meeting. For example: if the ACAC meeting is held in the late afternoon and the buses stop running prior to the meeting ending, a member could be reimbursed for alternate travel expenses if they are a bus rider. ACAC Members requesting

reimbursement will need to complete and submit a [Statewide Payee Registration form](#) which will be kept on file in our office for the duration of their membership.

This is an exciting time, and I look forward to working with you and your ACAC committee members.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Stefanowicz', written in a cursive style.

Elaine Stefanowicz
Program Coordinator
360-890-3774
elaine.stefanowicz@esd.wa.gov

Attachments:

Meeting and Travel Reimbursement Approval Request
Travel Reimbursement Request