

Compensation Structure

Compensation acknowledges and affirms the contributions of young people and those with lived experience, addresses inequalities between those who are and those who are not paid to engage in the work, and helps break down barriers to participation. This compensation structure is designed to provide guidance on the different roles youth may take on in our work and outlines standardized rates for compensating youth for their contributions. Additional guidance for engaging young people as partners in our work is also outlined.

Role	Description/ Purpose:	Format:	Level of involvement	Compensation
Surveys	Learn characteristics, perspectives, and needs of a sample group of young people.	Structured questionnaire with multiple-choice and open-ended (short answer) questions, administered via online platform, phone, or in-person.	Minimal (10-15 minutes)	\$20 (Gift card)
Interviews	A “conversation with a purpose”. An interviewee may serve as an advisor, providing feedback on ideas related to a specific program, activity or research area. An interviewee may also serve as a storyteller, sharing insights and context about their personal experiences and perspectives.	1-1 Conversation , may be completed in-person or virtually (if preferred by participant). The interview will include specific topical questions, but will be generally unstructured and follow participants lead. Interviews should be transcribed.	Intensive	\$50 Stipend*
Focus Groups and Listening Sessions	Feedback may be gathered related to a specific program, policy, data set, or question/problem. Participants may advise on group topics as well as share insights based on their personal story. The social nature may help evoke differing views and new opinions. These groups can be used to gather a wide range of information at once.	Focus groups: a structured in-person meeting with 4-12 participants. Focus group questions are pre-determined. Listening sessions: a more informal meeting and may include other community partners. Listening sessions will provide an open forum for feedback, with general topics pre-determined.	Intensive (in-person)	\$75 Stipend per focus group*
Workgroup Member	Provides information, feedback, and ideas related to a specific program, policy, or	Participate in recurring, structured workgroup meetings related to a specific topic. These	Intensive and ongoing (primarily virtual)	\$50 Stipend per workgroup*

	research area as part of a group. Participation in workgroups is designed to ensure youth-voice is included through the execution of the workgroup topic.	workgroups may include other community partners and may occur in-person or virtually. This may include completing tasks as designated in workgroups as well as participating in additional meetings or training.	(Regularly scheduled meetings over set period, including travel, with possibility of additional work or events outside of workgroup)	
Youth Action Board (YAB)	YABs are designed to ensure youth voice is incorporated at all levels of decision making. They should advise on data collection, assist with program development, review policies and procedures, and take on leadership and facilitation roles.	Groups of 3+ participants who meet monthly (at a minimum). YABs will also participate in other community events, trainings, and meetings.	Intensive and ongoing (Regularly scheduled meetings, work to be completed outside of meeting, and additional meetings/events)	Hourly rate: \$25 per hour*
Youth Partners (paid staff)	Organizations are encouraged to develop structures that allow them to hire young with lived experience as paid staff. Job descriptions may include serving as a peer mentor, facilitating focus groups, workgroups, and listening sessions, serving as a researcher and developing materials, or other roles based on organizational needs.	Create job description, post, interview, and hire. Support organizational shifts that values youth perspective and supports youth career mobility. Base training structure, requirements for applicants, and job description on needs specific to young people.	Career choice (will be hired as paid staff)	Hourly rate to be determined by hiring organization
Special Projects	Special projects may include: event organizing or participation, conferences, sharing public testimony, facilitating groups, tabling, or other projects as relevant.	A detailed agenda and plan will be provided to the young person. Paying agency will ensure the youth have all necessary resources to complete projects.	Intensive and ongoing (may vary based on project)	Hourly rate: \$25 per hour (plus travel reimbursement)
Leadership	Serves in leadership roles within organizations. May act as director/CEO of organizations that	Create job description, post, interview, and hire. Specifics of leadership role will be developed based on the needs of the program/initiative.	Career choice (will be hired as paid staff)	Hourly rate to be determined by hiring organization

	focus on or intersect with homelessness, engage in organization management and coordination, and/or serve on CoC Board.			
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***Travel Time: When travel is required for participation, the cost of transportation should be covered (i.e. Uber, bus pass, etc.)**

Payment options and considerations:

- It is essential that the young people who participate in the above activities have choice in how they are paid.
 - Forms of payment may include:
 - Visa Gift Card
 - Checks
 - Venmo transactions
 - Electronic Funds Transfer (EFT)
- Organizations should work to minimize any barriers to accessing payments and deliver payments in as timely a manner as possible.
- Supports should be offered for youth who have questions about accessing their payments, how payments may impact benefits, and tax questions. Youth should be informed that accepting a stipend may impact their access to public benefits.
- Any compensation, including payment by gift cards, totaling over \$600 requires the issuance of an IRS Form 1099-NEC.

Feedback:

- Participants should be provided with guidance on the context and purpose of the work on which they are providing feedback.
- All feedback provided by participants must be thoroughly recorded and analyzed.
- Feedback and youth leadership should be intentionally integrated into organizational activities.
- Impacts of their feedback and work should always be reported back to participants. When it is not possible to include feedback, it should be reported back to participants why the feedback was not doable and how it will be notated to be considered in future work.

Additional Considerations:

- Organizations should actively work to address any barriers to participation for young people. This may include:
 - Transportation (offer bus passes, transportation support, and/or virtual options)
 - Scheduling (offer diverse times, obtain feedback from youth on best times, and provide all meeting details well ahead of time)
 - Childcare (work with case managers and other supports to facilitate childcare needs)
- It is recommended that food and refreshments are provided whenever possible for in-person gatherings/meetings.

- Acknowledge the emotional labor of participants. The emotional impact of sharing lived experience should be considered across all roles. Participants should be offered a safe space to process these impacts and to take time away from any meetings.
- Any personal history details reported by participants should be deidentified in all data collection to protect participant confidentiality. In all group settings, expectations regarding confidentiality should be set prior to the onset of the meeting.

Sustainability:

- **This policy will be reviewed bi-annually (every 6 months) by the SDYHC committee. Feedback should be obtained on an ongoing basis from young people who are paid based on this structure regarding their satisfaction with the process.**
- **Pay ranges will be re-assessed on an annual basis.**

Relevant resources and references used to develop this structure:

- Youth Collaboration Toolkit: <https://truecolorsunited.org/wp-content/uploads/Youth-Collaboration-Toolkit.pdf>
- HUD Resources for Paying People with Lived Experience and Expertise of Homelessness: <https://www.hudexchange.info/resource/7053/people-with-lived-experience-and-expertise-of-homelessness-and-data-decision-making/>
- Additional HUD Recommendations: https://files.hudexchange.info/resources/documents/Facilitators-Guide-Getting-Feedback-about-the-FY-2027-HMIS-Data-Standards.pdf?utm_source=HUD+Exchange+Mailing+List&utm_campaign=a26902b10a-HMISD-Office-Hours-November-20-2024-11.12.24&utm_medium=email&utm_term=0_-a26902b10a-20093442