



FY 2025-26 STIPENDS FOR STAKEHOLDER PARTICIPATION

**An Update on Purpose, Criteria, Invoicing and
Payments for:**

- **CLIENT ACTIVITY FUND (CAF) and**
- **CO-CHAIR STIPENDS**

Presented by DMH BHS Administration to the
Behavioral Health Commission November 13, 2025



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OVERVIEW

There are 2 types of Stipends for stakeholder participation: (1) Client Activity Fund (CAF) and (2) Co-Chair stipends. Stipends are designed to encourage increased active participation of consumers, family members, and those with lived mental health and substance use experience at formal stakeholder meetings and to encourage them to take leadership roles in representing stakeholder groups.

CAF Participants are reimbursed at the rate of \$50 per meeting for up to three stakeholder meetings per month (max \$150/mo) that must be invoiced monthly by the CAF participant.

Co-Chairs are eligible to receive a fixed monthly amount of up to \$300 for their leadership role. These are automatic payments that are set up once elected to the Co-Chair position and do not require monthly invoicing. The original Co-Chair monthly stipend was \$150/mo but was increased to \$300/mo as of July 2025. Given the increase may impact other benefits for some, Co-chairs were notified that they needed to complete and submit an “Opt-In Form” to receive the increase to be processed for being in this role starting July 2025. Co-Chairs were notified If their Opt-in form was not received, their stipend would remain at \$150/mo.



PURPOSE

CAF Stipends are intended to offset the costs associated with participating in up to 3 eligible stakeholder meetings per month. CAF Stipends are meant to cover incidentals, including transportation, food and childcare associated with participating in eligible meetings.

Co-Chair Stipends are intended to offset costs associated with attending, planning and facilitating meetings for a formal stakeholder group (SALTs, UsCCs, FBAC, CCC) and attending larger public stakeholder meetings (CPT and other related Webinars and Forums) to gather information to report back to their group for input and feedback and reporting out on behalf of their group at larger public meetings (CPT, BH Commission).

ELIGIBILITY

All individuals interested in receiving either a CAF or Co-Chair stipend must register as an LA County vendor, complete an application, have a valid social security number, and sign the attestation at the end of the CAF Guidelines certifying they have read and understand the rules and regulations contained within.

CAF reimbursable meetings include:

- Behavioral Health Services Act (BHSA) Community Planning Team (CPT)
- Service Area Leadership Teams (SALT)
- Underserved Cultural Communities (UsCC)
- Cultural Competency Committee (CCC)
- Behavioral Health Commission (BHC) & Executive Committee
- Faith Based Advisory Council (FBAC)

*Co-Chairs elected to the SALTs, UsCCs CCC and the FBAC are eligible for a monthly stipend that is automatically paid to them for their service in this role once they are elected.

CAF INVOICE PROCESSING SUMMARY - QUARTER 1 (FY 2025-26)

- **Total Trained CAF Participants:** 67
- **Participants Who Submitted Invoices (Q1: July-September):** 44
- **Total Invoices Processed:** 88
- **Total Amount Processed:** \$14,800.00
- **Pending Payments:** 30 invoices totaling \$2,900.00

BHSA & Accounts Payable Processing Times: 5-10 Days for BHSA Admin if the Invoice is submitted timely and accurate and does not require return to the participant for correction; 15 Days for Accounting from receipt of Invoice from BHSA

Backlog of payments as of 11/10/25: Impacts 15 individuals for the month of July 2025 due to DMH's error in processing. The errors were corrected, and payments are being processed and will be paid this month. All 15 individuals impacted were notified and were promised their payment this month for amounts owed for July 2025.

There is no back log of payments for Jan-June 2025 and no back log for August-October 2025. Payments for November 2025 will be processed in December 2025. (Note: Payments are processed after the close of the month invoiced if submitted timely.)

COMMON BARRIERS TO TIMELY CAF PROCESSING AND PAYMENTS

1. Not completing required forms accurately and/or timely (W-9, Application Opt In Form)
2. Incorrect or unmatching vendor names and numbers
3. Incomplete invoices (missing signatures, vendor ID, etc.)
4. Incorrect submission (mailed in instead of electronically submitted or not sent to the correct DMH mailbox **CAFCoChair@dmh.lacounty.gov**)
5. Late submissions of completed invoice (after 30 days of the month being invoiced)
6. Not setting up ACH Payments
7. Incorrect or incomplete delivery address on vendor file resulting in return to sender of an already processed payment

CURRENT CAF/CO-CHAIR PARTICIPANTS & SUMMARY OF PAYMENTS FOR FY 25-26

Number	July Invoice Amount	July Payment Date	Submitted / Payment Pending Date	August Invoice Amount	August Payment Date	Submitted / Payment Pending Date	September Invoice Amount	September Payment Date	Submitted/ Payment Pending Date	YTD Total
1				\$300.00	9/10/2025		\$300.00	9/26/25		\$600.00
2				\$300.00	9/9/2025		\$300.00	9/29/25		\$600.00
3	\$150.00	7/30/2025		\$150.00	8/18/2025					\$300.00
4	\$100.00	7/31/2025								\$100.00
5							\$150.00	9/10/2025		\$150.00
6	\$150.00	7/30/2025		\$150.00		10/6/2025	\$150.00	9/29/2025		\$450.00
7	\$150.00	7/30/2025					\$100.00	9/25/2025		\$250.00
8	\$150.00	7/30/2025		\$150.00	8/18/2025		\$150.00		10/6/2025	\$450.00
9							\$50.00		10/6/2025	\$50.00
10				\$150.00	9/8/2025		\$300.00	9/29/2025		\$450.00
11				\$300.00	9/8/2025		\$300.00	9/29/25		\$600.00
12				\$150.00	9/8/2025		\$150.00	9/29/25		\$300.00
13	\$100.00		11/4/2025	\$150.00	8/18/2025					\$250.00
14	\$150.00	7/30/2025		\$150.00	8/15/2025					\$300.00

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Number	July Invoice Amount	July Payment Date	Submitted / Payment Pending Date	August Invoice Amount	August Payment Date	Submitted / Payment Pending Date	September Invoice Amount	September Payment Date	Submitted/ Payment Pending Date	YTD Total
15				\$150.00	9/8/2025		\$300.00	9/29/25		\$450.00
16	\$150.00		11/4/2025	\$150.00		10/6/2025	\$150.00		10/6/2025	\$450.00
17	\$150.00	7/30/2025		\$150.00	8/18/2025					\$300.00
18	\$150.00	7/30/2025					\$50.00		10/6/2025	\$200.00
19	\$50.00	7/30/2025		\$100.00		10/6/2025	\$100.00		10/6/2025	\$250.00
20	\$150.00		11/4/2025	\$100.00		10/6/2025	\$100.00		10/6/2025	\$350.00
21							\$150.00	9/24/2025		\$150.00
22				\$150.00	9/10/2025		\$150.00	9/30/25		\$300.00
23				\$300.00	9/10/2025					\$300.00
24	\$100.00	7/30/2025		\$50.00		10/6/2025				\$150.00
25				\$300.00	9/10/2025		\$300.00	9/30/25		\$600.00
26	\$150.00	7/30/2025		\$150.00		10/6/2025				\$300.00
27				\$150.00		10/6/2025	\$150.00		10/6/2025	\$300.00
28	\$50.00	7/30/2025		\$50.00		10/6/2025	\$50.00		10/6/2025	\$150.00

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Number	July Invoice Amount	July Payment Date	Submitted / Payment Pending Date	August Invoice Amount	August Payment Date	Submitted / Payment Pending Date	September Invoice Amount	September Payment Date	Submitted/ Payment Pending Date	YTD Total
29	\$150.00		11/6/2025	\$150.00		10/6/2025	\$150.00		11/6/2025	\$450.00
30							\$50.00		11/5/2025	\$50.00
31	\$50.00	7/30/2025								\$50.00
32				\$300.00	9/10/2025		\$300.00	9/30/25		\$600.00
33				\$300.00	9/10/2025		\$300.00	9/30/25		\$600.00
34				\$150.00	9/9/2025		\$300.00	9/29/25		\$450.00
35				\$300.00	9/10/2025		\$300.00	9/29/25		\$600.00
36	\$50.00		10/2/2025	\$150.00		10/6/2025				\$200.00
37							\$150.00		11/4/2025	\$150.00
38	\$50.00	7/30/2025		\$50.00		10/6/2025	\$50.00		10/6/2025	\$150.00
39				\$150.00	9/10/2025		\$150.00	9/30/25		\$300.00
40	\$100.00		10/2/2025				\$50.00		11/4/2025	\$150.00
41				\$150.00	9/10/2025		\$300.00	9/30/25		\$450.00
42				\$300.00	9/8/2025		\$300.00	9/30/25		\$600.00
43				\$300.00	9/8/2025		\$300.00	9/29/25		\$600.00
44				\$300.00	9/10/2025		\$300.00	9/30/25		\$600.00



THANK YOU

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