



IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**

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**STIPEND and REIMBURSEMENTS  
FOR QUALIFIED EXPERT WITNESSES (QEW)  
GUIDELINES**

**QEW Stipend and Reimbursement Guidelines:**

- Non-DHW employees will be paid a stipend to reimburse their personal time and expenses necessary to prepare and provide qualified expert testimony for a specific action in state court. Amounts:
  - \$100 for a consultation that does NOT result in testimony in court
  - \$300 for a consultation that does result in qualified expert testimony in court
- One stipend is paid for the full range of activities necessary to prepare for and provide qualified expert testimony
- If a single hearing is conducted for several children, only one stipend will be paid.
- In addition to any stipend, reimbursement of mileage expenses at the published state rate may be paid if the witness drives a personal vehicle more than 25 miles (round trip) from home or workplace to prepare for and/or provide expert testimony
- The Department will make direct payment for airline tickets and motel expenses, if necessary, for the witness to fly to another city and stay overnight to prepare for and/or provide expert testimony. This must be arranged in advance through the local DHW office that is involved with the case.
- The witness may be reimbursed for the cost of meals at the published state rates if an overnight stay is necessary to prepare for and/or provide expert testimony
- To receive the stipend or any reimbursement from the Department, the qualified expert witness must provide a completed W-9 form (including Social Security Number) and be established as a vendor in the state payment system. All payments made to the witness will be reported annually to the IRS and the witness will receive a 1099--Miscellaneous Income Statement each year. .
- Non-DHW state employees can receive stipends as well as reimbursements if allowed by the regulations for their employing state agency, office or commission.
- DHW employees are not permitted to provide QEW testimony in cases involving children in state custody.

### **QEW Stipend Payment Procedures:**

- After the service has been provided, the QEW must submit an invoice to the DHW social worker or office supervisor involved with the case. The invoice, which can be handwritten on blank paper, must include the dates the services were provided, the family/child name, the name and address for whom the reimbursement is to be made and the total amount due (either \$100 or \$300). All invoices must be dated and signed.
- If this is the first QEW stipend request, the completed W-9 must also be submitted with the invoice.

### **QEW Reimbursement Payment Procedures:**

- If the QEW is requesting reimbursement for travel (25+ miles round trip) and/or meal expenses (requires overnight stay away from home) for travel related to providing the QEW testimony, they must complete and sign the Department's non-employee travel reimbursement form.
- The signed reimbursement form must be submitted to the social worker or office supervisor involved with the case.
- Current Department mileage and meal rates and rules are to be followed to determine the allowable reimbursement.

### **Payment Processing:**

- The regional FACS office must set up the QEW in the vendor system and process the stipend and reimbursement payments via their normal bill-paying procedures.
- The PCA to use for QEW payments and reimbursements is: 37333. Although this is a designated Central Office PCA, it can be used by regional staff for QEW expenses.