

VSP Newsletter – April 2016

Hi folks! This is the second installment of a Voluntary Stewardship Program (VSP) informational newsletter. I will produce these periodically. Feedback is welcome at beller@scc.wa.gov.

VSP UPDATE: 27 of 39 counties in Washington have opted-in to VSP. Almost all have signed contracts with the Commission to begin the work group process. We are working through the paperwork on the last few. Some of you are involved in running the work group in your County, others are not. The choice is up to each individual county. If you want more information about that process, please contact me.

COMMISSION VSP WEB PAGE: A VSP web page at the Commission's web site is up and running [here: http://scc.wa.gov/vsp/](http://scc.wa.gov/vsp/). It will be updated by me as I have time (hopefully monthly). Let me know if you see any errors, mistakes, or edits that need to be made.

VSP MONTHLY CONSULTANT Q&A: I'll be hosting a teleconference/webinar each month for all those interested in VSP at a state-wide level. This conference call is meant to be a Q & A on VSP for all 27 VSP opt-in counties. The purpose of the call is to be a forum to disseminate information about VSP on a state-wide level and to answer VSP related questions. It is open to any who want to phone in, but mainly directed at County staff, Conservation District staff, and consultants and facilitators responsible for VSP. The first call is tomorrow from 9am-10am. Register [here](#).

VSP WORKGROUPS: As part of the Commission's VSP web page, we are trying to keep up to date workgroup meeting times, dates, and locations. Please have your workgroup coordinator pass along to me by email your workgroup's meeting time, date, and location so it can be posted on our web page.

COFFEE AND LIGHT REFRESHMENT DURING VSP WORKGROUP MEETINGS: Coffee and light refreshments are allowable VSP costs which can be reimbursed under your VSP contract, but just what exactly is "coffee and light refreshments?"

The State Office of Financial Management has defined what coffee and light refreshment is for purposes of VSP contract reimbursement. The definition can be found in the State Administrative & Accounting Manual

(SAAM) Glossary [here](#). A more complete discussion can also be found in Section 70.10.40 of the SAAM at this [link](#).

Meals are not an allowable expense. If a VSP Workgroup is having a working meeting, they are allowed coffee and light refreshments. In the SAAM, “coffee and light refreshment” is defined as:

COFFEE AND LIGHT REFRESHMENTS - For state purposes, coffee encompasses any non-alcoholic beverage, such as tea, soft drinks, juice, or milk. For state purposes, a light refreshment is an edible item that may be served between meals, for examples, doughnuts, sweet rolls, and pieces of fruit or cheese.

Important! Also remember that a sign-in sheet with the attendee’s name and organization needs to be included as well as a meeting agenda for the coffee and light refreshment to be eligible for reimbursement.

For further VSP billing questions, please refer to this [document](#) posted on our web page.

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