

King County Consumer Training Fund Policies and Procedures

The King County Consumer Training Fund is available to provide scholarships to eligible persons. Those eligible to receive scholarships must reside in King County, Washington and include the following **in descending order of priority**:

- ❑ Clients in the public mental health system in King County, Washington, or
- ❑ Family members of clients in the King County public mental health system, or
- ❑ Advocates for persons with a mental illness

Specifically excluded from receiving a scholarship are:

- ❑ Paid employees of mental health agencies
- ❑ Any paid King County employee
- ❑ Paid employees of NAMI Greater Seattle

Scholarships are available to attend local, state or national trainings, classes, or conferences related to mental illness. Each requested training event must:

- ❑ Include a printed and verifiable announcement and description that includes
 - The event dates
 - Agenda
 - Specific sessions
 - Topic
 - Location
 - All associated costs for the event including registration, materials, lodging and other related activities or costs
- ❑ Exclude self-improvement or treatment-related activities

Scholarship reimbursements are:

- ❑ Limited to a maximum of \$500 per year, per participant
- ❑ Limited to one scholarship per year per applicant regardless of amount
- ❑ Limited to registration, approved travel expenses, approved lodging expenses and approved food expenses (food per diem of \$40/day may be provided at the discretion of NAMI Greater Seattle)
- ❑ Prohibited for lodging in King County unless as a required part of the registration fee, such as in a retreat setting

The process for receiving, reviewing and responding to scholarship requests is:

- ❑ An application packet will be sent out via mail within three working days of the receipt of a written, telephone or email request or if available, will be provided via email or through the NAMI Greater Seattle website
- ❑ All completed application requests will be reviewed within five working days of their receipt at NAMI Greater Seattle and will be considered on a first-come-first-served basis.
- ❑ Individuals requesting a scholarship will be contacted via telephone or email, when possible, within seven working days or within ten working days via mail after receipt by NAMI Greater Seattle. This response may be either to request additional information or relay the decision on their request
- ❑ NAMI Greater Seattle will have the discretion to pay vendors directly on behalf of a scholarship recipient should circumstances warrant.
- ❑ NAMI Greater Seattle will have the discretion to award a scholarship for less than the total request and to specify costs for which reimbursement will be provided.

Requests must be received at least three weeks prior to an event in order to guarantee full consideration. NAMI Greater Seattle is not responsible for any delays in the process for incomplete applications and will not be expected to award scholarships without satisfactory information