

Department:	Governance	Effective Date: 7/1/2014	Procedure Number:	p6000
Regulation Number:	1301.3(e)	Regulation Topic:	Procedure Title: Policy Council member / Head Start Parent Reimbursement	
Version:	2:2016		Version Date:	12/1/2016

Meetings

Policy Council members and Head Start parents may be reimbursed for connectivity, travel and childcare* when attending meetings. Mileage is reimbursed based on tiered system that incorporates travel distance; at a reimbursement rate of \$15, \$20, or \$25 depending on round trip mileage, childcare is reimbursed at a flat rate of \$30.00 per meeting, and connectivity is reimbursed at \$40.00 a month. Procedures for receiving reimbursement are as follows:

- Participate in the entire meeting in order to receive reimbursement.
- When a policy council member misses three consecutive meetings they will be considered inactive and reimbursement will cease until further follow up from MARC Head Start Family and Community Engagement Manager.
- When extenuating circumstances arise and parents / members are late or must leave early they must communicate this ahead of time in order to receive reimbursement.
- Sign in on the attendance form provided by the meeting host or virtual attendance will be taken by meeting host to document attendance and time at each meeting.
 - a) These include but are not limited to: Policy Council Subcommittee meetings, Grantee Assessment meetings, Head Start Content Area Lead meetings, Missouri Head Start Association meetings, Head Start Health Services Advisory Committee meetings, Partners in Quality Committee meetings, Head Start staff interviews, and parent Leadership Meetings.
- Grantee staff responsible for the meeting will provide the MARC Head Start Program Assistant with a copy of the meeting agenda and a completed sign in sheet within three business days of the meeting.
- This information will be submitted to the MARC Grants Compliance Manager for processing.
- Monies due will be provided in cash within 30 days, or at the next monthly meeting whichever comes first. Parents / members are required to sign for the cash they receive.

Conferences

Policy Council members and Head Start parents may be reimbursed for childcare* as needed when attending conferences at a flat rate of \$100.00 per day.

- Provide a copy of the conference agenda or training certificate or any other documentation that provides explanation of the conference content.
- Provide this documentation to the MAHS Administrative Assistant within ten days of their return.
- Reimbursement will be provided by check within thirty days of receipt of documentation.

Exceptions:

If, because of extenuating circumstances, the flat rate for meetings or conferences is not sufficient to cover the cost of childcare, MAHS will consider these situations on a case by case basis.

If reimbursement is not applicable because of budget constraints, parents will be informed before scheduled meetings to determine their ability to attend without reimbursement.

*Childcare expenses are paid for costs incurred during hours children are not attending HS or EHS programs.