

Department:	Governance	Effective Date: 7/1/2014	Procedure Number: p6000
Regulation Number:	1301.3(e)	Regulation Topic: Reimbursement	Procedure Title: Policy Council member / Head Start Parent Reimbursement
Version:	2:2016		Version Date: 2/27/2023

Meetings

Policy Council members and Head Start parents may be reimbursed for travel and childcare* when attending meetings. Mileage is reimbursed based on tiered system that incorporates travel distance; at a reimbursement rate of \$19, \$32, or \$46 depending on round trip mileage at the current reimbursement rate determined by the federal government, childcare is reimbursed at a flat rate of \$45.00 per meeting. 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) This includes all Head Start meetings or workshops that Head Start parents are included or invited to attend.
- 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 \$125.00 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. However, if a Head Start parent is attending a meeting or workshop and has a child that is not enrolled in an early learning program, they qualify for both the mileage and childcare reimbursement if needed in order to attend.