Department: Governance	**Effective Date: 10/01/2025**	**Policy Number:** p6001
Regulation Number: 1301.3(e) & §200.456	**Regulation Topic:** Reimbursement	**Policy Title: Policy Council member / Head Start Participant Support Costs**
Version: 1:2025	[redacted]	**Version Date:** 10/01/2025
Approval Date:	[redacted]	

Policy Council members and Head Start parents may receive participation support costs and reimbursed for mileage when attending meetings. This includes all Head Start meetings or workshops that Head Start parents are included or invited to attend.

Mileage:

- Reimbursed based on a tiered system that incorporates travel distance, at a reimbursement rate of $25, $40, or $50.
  - 0-29 miles $25
  - 30-49 miles $40
  - 50-70 miles $50
- Rate is based on round trip mileage at the current reimbursement rate determined by the federal government.

Participant Support Costs:

- In person and virtual participants will receive a flat rate of $50.00 per meeting. Virtual participants can pick up their reimbursement or wait until they attend in person for the next meeting.

Procedures for receiving mileage reimbursement and participant support costs are as follows:

- Participate in the entire meeting.
- When extenuating circumstances arise and parents / members are late or must leave early they must communicate ahead of time to receive reimbursement.
- Must sign in and out on the attendance form provided by the meeting host (in-person).
- Virtual attendance will be taken by meeting host to document attendance and time at the meeting.
- Virtual participants will receive participant support costs within 30 days, or at the next monthly meeting whichever comes first.