

Policy Council Reimbursement Claim

(Hot Sheet)

CF/P-14 Revised 11/03
(mandatory)

Head Start and Early Head Start parents are reimbursed mileage and child care costs for the time they volunteer/participate in program activities at the Grantee level. Mileage reimbursement rates are set by the Internal Revenue Service (IRS). Hourly rate for child care is established by Policy Council and reviewed on an annual basis.

Form CF/P-14 is used to generate reimbursement to the parent per the following process:

1. Parent fills out form completely including name, social security #, home address, current mailing address, agency, date of meeting, and location of meeting.
2. Parent indicates number of miles traveled (round trip) in the miles claimed section.
3. Parent lists name of sitter, if child care is required, in the child care section.
4. The parent signs and dates the form and returns it to the assigned staff member before leaving the meeting.
5. Assigned staff member calculates and enters mileage and child care amounts and forwards claims with a copy of the agenda, sign-in sheets, and a draft of the minutes from said meeting to designated supervisor for approval/signature.
6. Supervisor forwards signed claims to the business office for payment.
7. Parent receives a reimbursement check mailed to his/her home or mailing address.