

**Area:** Fiscal Systems

**Subject:** FS04 – Parent Reimbursement

**Reference:** 1304.50 (f)

**Policy:** Policy Council, Policy Committee, Parent Committee and Training Reimbursement. Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members.

**Procedure:**

1. SCOE will reimburse parents participating in policy council/committee and training activities for the following expenses:
  - a. Round trip mileage, using the current federal reimbursement rate.
  - \*\* b. Childcare is paid on an hourly rate (only for children under 13 years of age.)
  - c. Meals (will be reimbursed only if not provided by SCOE, at the federal per diem rate)
  - d. Claim For Lost Wage with a maximum reimbursement of \$75.00. Applicant must submit form indicating proof that they actually incurred a loss of wages as a result of their participation in their decision-making role in a Policy Council meeting. This is applicable for a Migrant Head Start Policy Council meeting only.
2. Policy council/committee activities include council/committee meetings, program self-assessment sessions, program workshops, interviews for positions within the program, conferences, and various other in & out-of-town trainings, workshops and meetings.
3. The Program Director annually allocates a portion of the program's budget to the Policy Council Fund. This fund is where parents' reimbursements are charged to and paid from.
4. After completion of a policy council/committee activity, the parent or council/committee member will complete the Policy Council Reimbursement Claim and submit it to the appropriate staff member.
5. The appropriate staff member will ensure that the data on forms is complete, attach sign in sheets and agenda and forward to the appropriate management staff member. The management staff member will review the claim for accuracy of the data facts.
6. Signed and approved claims will be forwarded to the Data Department to calculate dollar amounts, to code, track and submit to the Business Office.
  - a. Dollar amount calculation and account coding will be done by the Accounting Technician.
  - b. The Accounting Technician will then submit the claim to the SCOE Business Services Department, Accounts Payable Section for payment.

\*\* Note that MHS, EHS & RHS currently have different Childcare reimbursement rates; \$2.50 for EHS & RHS and \$2.00 for MHS.

**Supervised by:** Directors, Child Development Supervisor

**Performed by:** Child Development Supervisor, Project Technician, Accounting Technician, Parent or Council/Committee Member

**Forms needed:** Policy Council Reimbursement Claim Form

**Frequency:** On-going