

Area: Program Governance

Subject: PG17 – Policy Council and Policy Committee Reimbursement

Reference: 1304.50 (f)

Policy: Central California Migrant Head Start Policy Council (CCMHSPC) and the Stanislaus Head Start Policy Council (SHSPC) members will be reimbursed for reasonable expenses incurred while participating in approved activities.

Procedure:

1. Appropriate agency staff will review the Parent Reimbursement Policy at the first Policy Council meeting of the term year.
2. Reimbursement rates are determined by Grantee's Travel Policy, with the exception of childcare expenses. Reasonable reimbursement rates for child care expenses are reviewed by each Policy Council and grantee fiscal staff to ensure recommendations meet fiscal regulations and are allowable. Any recommended changes are approved by the Policy Council and submitted to the Governing Body for final approval.
3. Policy Council and Parent Committee members will complete a Parent Reimbursement Claim to claim expenses for participating in approved activities.
4. Family & Community Services Supervisor or designee will review Parent Reimbursement Claims for accuracy.
5. Family & Community Services Supervisor or designee will attach back-up information (copy of agenda, minutes, and sign in sheet) to Parent Reimbursement Claims and submit to appropriate person for approval.
6. Revisions to the Parent Reimbursement Policy will be approved by the Policy Council and submitted to the Governing Body for final approval.

Supervised by: Director II

Performed by: Family & Community Services Supervisor

Forms needed: Parent Reimbursement Claim

Frequency: Each approved activity