

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Section:	PC Approval Date: 8/18/22
Title: Reimbursement of Policy Council & PCCM Members for Reasonable Expenses	Date of Last Amendment: 8/18/22
Policy #: HS-73	NI Board Approval: 12/8/22
Forms Required: Policy Council & PCCM Mileage & Child Care Reimbursement Form	
Performance Standards: 1301.3(e)	Page 1 of 1

Policy: NeighborImpact provides low income Policy Council and Parent Center Committee Members (Family Night) with reimbursement for reasonable, approved expenses incurred for participation in governance responsibilities. All reimbursements are in accordance with NeighborImpact financial policies. Reimbursements are not considered compensation.

Purpose: In order for low-income members of the Head Start & Early Head Start Policy Council and Parent Center Committees to participate fully in governance activities, the program may reimburse travel and childcare expenses.

Procedure:

1. Personal vehicle costs are covered through mileage reimbursement at the business mileage rate approved by Internal Revenue Service. Mileage reimbursement is not provided when program school bus or other program transportation is offered. In situations where the program is not able to provide transportation (such as transportation for a parent with an infant who is unable to be transported by school bus) these costs may be reimbursed. Neither reimbursement nor school bus transportation can be provided to Parent Center Committee Meetings from outside of the site service area.
2. Travel costs including lodging, transportation, per diem, and incidental costs are covered in accordance with staff travel policies and procedures. Staff completes travel authorization forms and secures required approval signatures.
3. Childcare expenses are covered when childcare expenses are incurred in order for the member to participate in program governance activities. Childcare expenses may be covered by program provision of childcare or through payment to reimburse the member for payment of a childcare provider. Childcare expenses for other governance activities are reimbursed at the rate of \$5.00 per hour per child for the amount of time that the member is required to be away from their child (ren). Childcare reimbursement is for children 12 and under, with the exception of children with special needs.
4. To receive reimbursement, the PC or PCCM member must submit a fully completed and signed Policy Council & PCCM Mileage and Childcare Reimbursement form to the program's Executive Specialist within 30 days of the travel or expense.
5. For reimbursements less than \$30 the PC member will receive cash on site. If reimbursement is higher than \$30 a check will be sent to the home address.