



Policy Council Childcare and Mileage Reimbursement

POLICY/APPROACH:

SOHS/EHS enables Policy Council representatives to participate fully in their group responsibilities by providing reimbursements for reasonable expenses, such as transportation and childcare, incurred by the representatives.

HEAD START PROGRAM PERFORMANCE STANDARDS:

1301.1 Purpose & 1301.3(e) Policy Council and Policy Committee

PROCEDURES:

A. Mileage

Policy Council (PC) representatives will be reimbursed for travel expenses at the agency-established rate. The distance allowed will be from the member's residence to the meeting place, and back. Reimbursement will be given for round-trip mileage. Mileage reimbursement is based on federal rates.

Policy Council representatives selected for committee membership meetings will be reimbursed for mileage after attending an in-person meeting.

Parents or PC representatives invited to represent the agency at community events may also be reimbursed for mileage, upon approval of the Parent Family Community Engagement (PFCE) Manager, or Head Start (HS) Director/Executive Director.

PC representatives traveling to out-of-town functions will utilize agency-provided transportation. PC representatives wishing to use their own vehicles will not be reimbursed unless authorized by the (PFCE) Manager or HS Director/Executive Director. Travel reimbursement for any out-of-town travel approved will be calculated at the General Service Administration (GSA) rate. Mileage rate is based on distance traveled, round trip, and federal rates.

The Policy Council Treasurer and agency staff will be responsible for writing mileage reimbursement checks at the Policy Council or Committee meeting. If checks are not available at the meeting, they will be mailed to the member's home address as soon as possible.

B. Childcare:

Childcare reimbursement will be provided to those who need childcare while attending Policy Council or other committee meetings (as approved by PFCE Manager or HS Director/Executive

Director). Spouses and domestic partners of PC representatives, who provide childcare, are not eligible for reimbursement. Childcare providers must be over 16 years of age.

When in-person meetings are permitted, additional hours of childcare, over and above the actual meeting time, will be reimbursed as follows

- For in-person meetings in Medford/Central Point:
 - Illinois Valley representatives – add 3 hours
 - Merlin representatives – add 2 hours
 - Grants Pass representatives – add 1 hour
- For in-person meetings in Grants Pass
 - Ashland representatives – add 2.5 hours
 - Phoenix-Talent and Eagle Point representatives – add 2 hours
 - Medford / Central Point / White City / Illinois Valley representatives – add 1 hour

If childcare is required to participate in out-of-town events, the childcare reimbursement form must be filled out to include provider information, the number of children, and number of hours care is utilized. Reimbursement will be capped at \$100 per day, regardless of the number of children in the family.

PC representatives must pre-register for the agency's on-site childcare when available.

C. Meals and Lodging:

PC representatives selected for committee work that extends through the lunch hour will be reimbursed for lunch at the current General Service Administration (GSA) rate.

PC representatives attending out-of-town events will receive per diem reimbursement for meals and lodging at the agency-established rate or current GSA.