Employee Staff Support

**POLICY/APPROACH:**

Staff Support (GL 8040) may be provided to motivate, reward participation, and increase the dedication of employees to this organization and to their work with our client population.

**PROCEDURE:**

Allowable expenditures include:
- Snacks for Center Meetings
- Coffee and tea supplies for employees
- Occasional meals/snacks that are incidental to the primary purpose of the gathering (training, site moves, etc.)
- Individual or group incentive/award items of minimal value, including note cards, pens, fruit, books, etc.
- Other occasional staff support items that are allowed, such as flowers for admin day, bereavement or hospitalization, etc.

**Gift cards/Certificates including coffee cards are not allowable expenses**

Staff support “events” should be “team building/celebration” events of minimal cost. Winter and End-of-Year celebrations are allowed 2 hours of time (including the half hour lunch break) from the workday.

Budgets are very small (approximately $150 per classroom per year at present). Please choose items that will generate the greatest return for your investment!

This list is not inclusive; you are encouraged to be creative with this project. When in doubt, please check with the Program Directors regarding allowability before proceeding with unusual or exceptionally creative ideas. 😊

**Please note:** Head Start (EHS) funds cannot be used to purchase gifts.

(Incentive items of minimal value are not considered gifts.)