

**COMMUNITY ACTION TEAM
CHILD & FAMILY DEVELOPMENT PROGRAMS**

Parent Reimbursement Policy
For Child Care and /or Travel

PERFORMANCE STANDARD 1304.50F

Policy Council, Policy Committee, and Parent Committee reimbursement.

Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursement for reasonable expenses incurred by the members.

1. Community Action Team, Child & Family Development Programs will reimburse for activities such as Policy Council meetings, Committee meetings related to Policy Council, Policy Council Training meetings and Self Evaluation.
2. There is reimbursement, for activities related to parent involvement or for certain types of training. These must be pre-approved by the Policy Council Executive Committee. All reimbursements will be upon the availability of Policy Council funds and as approved in the budget.
3. Child care/Travel Expense
 - a. Child care will be reimbursed under the current child care policy (1-79).
 - b. Policy Council members will receive gas stipend as detailed in Gas Stipend Policy 1-2 for travel to Policy Council meetings, functions as outlined in Policy Council by-laws, attending meetings appointed at Policy Council meetings, serving as an official Policy Council (parent rep) during interviews. All functions must be (certified, appointed at, elected by) the whole council.
 - c. A lunch will be provided at each Policy Council meeting for all members in attendance. Coffee, tea and juice will be available during the meeting.
 - d. Child care will be reimbursed according to policy 1-79, for participating as an elected Policy Council rep, in functions designated by the whole Policy Council. Child care will be paid out

of Head Start funds, after all other options have been exhausted.

4. Policy Council will elected parents to attend Oregon Head Start Association meeting, held in November, February and May of the operation year.
 - a. Lodging and meals will be paid from policy council budget.
 - b. Travel costs will be reimbursed according to policy. It is program practice for staff and parents to travel together in one vehicle. This provides the opportunity for staff and parents to share expectations and information about the meetings.
 - c. Registration costs for the meetings will be covered by Policy Council budget.