SHASTA HEAD START CHILD DEVELOPMENT, INC.
PARENT REIMBURSEMENT POLICY

Rationale: A program must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the families.

Policy: SHS will provide reimbursement to parents enrolled in SHS for child care and travel expenses related to their participation in program activities when there are no other options available. SHS parents are also eligible for up to, but not exceeding $150.00 each year in educational program assistance. Examples of such are:

➢ Attendance at the monthly Policy Council meeting, advisory group, self assessment, parent workshops, or other agency activity.

➢ Education/Literacy reimbursement.

Procedure for reimbursement: SHS staff will direct, and assist parents in completing the "Parent Fund Reimbursement Request" form.

Family Service Staff will:

Collect the completed Parent Fund Reimbursement Request
Ensure the parent has signed the form
FS staff will sign the form
Submit the form to the Family Service Coordinator

Family Services Coordinator will:

Review the Parent Fund Reimbursement Form for accuracy
Sign and submit the form to the Family Services Manager

Family Services Manager will:
Review, Sign and submit the form to the Fiscal department.

All Educational/Literacy reimbursement request must be accompanied by original documentation and parent must certify that they are not receiving other education support funds for these expenses.

Reimbursement will be provided as follows:

1. **Child Care Reimbursement:**
   Child care costs will be reimbursed at the flat rate of $15.00 per hour, per family.

2. **Mileage Reimbursement:**
   Mileage reimbursement will be paid at the current IRS mileage reimbursement rate.

3. **Education/Literacy reimbursement:**
   Reimbursement may be requested for tuition/fees/testing/certification cost and required books and materials. Reimbursements will be issued at the completion of course work as long as budgeted funds are available.