

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Policy Council Reimbursement

POLICY:

The Head Start program enables low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursement for reasonable expenses incurred by the members.

. This policy relates to Head Start Performance Standards 45 CFR Part 1304.50

PROCEDURE:

1. Travel expenses will be reimbursed at the same rate as which Head Start employees are reimbursed for program travel (i.e. \$.34 per mile).
2. Baby-sitting services will be reimbursed at the average rate for child care services:
 - \$ 10.00 per child – for up to five hours service
 - \$ 15.00 per child – for five or more hours of service
3. Meal/food costs are provided by the program.

Approved by the Policy Council June, 2007