

Parent Leadership Reimbursement Policy

Policy No. 610



It is the intent of PSESD Early Learning to support parent/guardian involvement and attendance in Policy Council, committee meetings, parent professional development, and participation in other approved program activities. PSESD Early Learning meets this intent by providing financial support for child care, mileage, and other expenses incurred for participating. Participation reimbursement rates are established in connection with program budgets and therefore may not fully cover the cost of child care and mileage. All reimbursements for activities must align with program goals with consideration given to the role of the parent and the associated cost.

Child Care and Other Participation Expenses

The reimbursement payment will be paid according to established rates for participating in approved activities up to a maximum daily allowance. Early Learning administration, in partnership with the Policy Council Executive Boards and the Early Learning Governance Advisory Committee, will recommend a rate to the Policy Council for approval, as needed.

Mileage, Bus Fares, and Other Travel Expenses

Mileage will be subsidized at the current rate established by the Office of Fiscal Management (OFM) for round trip miles driven from home to the activity. To encourage community building, participants are encouraged to carpool. Drivers who transport other participating program parents/guardians to and from activities will be reimbursed for that additional mileage. Exceptions may be made with prior written approval from Early Learning administration.

Bus fare will be reimbursed at current rates. Parking, toll bridge, and ferry expenses incurred while attending approved activities may be reimbursed. Any parking expenses incurred from illegal parking will not be reimbursed. Expenses related to car maintenance (such as antifreeze, oil, brake fluid, tires, etc.) are not eligible for reimbursement.

Community Representatives

When a need exists, Policy Council Community Representatives may be subsidized for attending Policy Council, sub-committee meetings, PSESD interviews, community meetings, and professional development opportunities with prior written approval from Early Learning administration.

Non-Policy Council Members

Non-Elected Policy Council members are welcome at all Policy Council meetings. Chairperson(s) reserves the right to ask non-members to leave if they are disruptive. Participation reimbursement is available to a visiting, currently enrolled parent on a one-time basis only.

Washington State Association of Head Start and ECEAP (WSA)

Parents who hold a position on the Washington State Association of Head Start and ECEAP (WSA) Executive Board may claim reimbursement payments in order to attend WSA meetings until their term of office on the WSA Executive Board expires.

Extended Activities

For any Parent Professional Development opportunity that exceeds one week or longer, the program parent/guardian shall be subsidized actual round-trip mileage for the first three (3) days of training each week. For all parent professional development opportunities that are three (3) days or less, Head Start/ECEAP family

members will be subsidized actual round-trip mileage for each day attended. Some trainings may be reimbursed at a flat rate, due to the length of the training.

Taxi Service

Taxi service will be provided upon request for parents participating in the home-based model in order to attend Socialization Groups, Parent Committee meetings, Family Gatherings, Policy Council, and Policy Council Executive Board meetings if another method of transportation is not available and budget allows. Non-elected home-based parents may request taxi service for a one-time introductory visit to Policy Council. Taxi service may be provided upon request if needed to access other means of transportation (e.g. getting to a bus stop) with prior written approval from program administration.

Payment

Payments will be made according to current agency procedures.

Approved by Policy Council: 10/18/16

Approved by Board of Directors: 10/19/16

ECEAP Performance Standards: A-6

Head Start Act: 641, 642

Head Start Performance Standards: 1301.3(e)

Mileage Reimbursement FAQs

We **do not** reimburse the use of Uber, Lyft or Taxi but provide mileage reimbursement to support the cost incurred.

We **do** provide mileage reimbursement to any parent who drives their own car or pays someone to drive them like Uber, Lyft, Taxi etc.

We **do** provide mileage reimbursement to parents who carpool, however, we **only** reimburse the driver not every parent who carpooled. i.e. If you carpooled but are NOT the driver, you cannot claim mileage.

We **do not** provide mileage reimbursement for riding a bicycle.

Motorcycle drivers will be reimbursed at the rate of .515/mile

If your center staff drives you, **you cannot** claim mileage.

If you indicate that you took a bus, toll bridge, or ferry – please be prepared to provide a receipt.

We only provide taxi support to ***EHS Homebased*** families as part of the grant we receive from OHS for EHS Homebased and must be approved and ordered by PSESD Staff

Taxi support to EHS-CCP may be provided on a short term or emergent basis for EHS-CCP families as part of the grant we receive from OHS for EHS-CCP and must be approved and ordered by PSESD Staff

Reminder Please **do not** use white out on the reimbursement form. If you make a mistake, cross it out and initial it.