

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 1301.3](#)*

### PROCEDURE:

1. Travel expenses will be reimbursed at the same rate as which Head Start employees are reimbursed for program travel (i.e. Currently .41 cents per mile)
2. Baby-sitting services will be reimbursed at the average rate for child care services:
  - \$20.00 per child – for up to five hours service
  - \$25.00 per child – for five or more hours of service
3. Meal/food costs are provided by the program.

*Approved by Policy Council: February 2019*