Meetings
Policy Council members and Head Start parents may be reimbursed for travel and childcare* when attending meetings. Mileage is reimbursed based on travel distance and childcare is reimbursed at a flat rate of $30.00 per meeting. Procedures for receiving reimbursement are as follows:

- Participate in the entire meeting in order to receive reimbursement.
- When extenuating circumstances arise and parents / members are late or must leave early they must communicate this ahead of time in order to receive reimbursement.
- Sign in on the attendance form provided by the meeting host to document their attendance and time at each meeting.
  a) These include but are not limited to: Policy Council Subcommittee meetings, Grantee Assessment meetings, Head Start Content Area Lead meetings, Missouri Head Start Association meetings, Head Start Health Services Advisory Committee meetings, Partners in Quality Committee meetings.
- Grantee staff responsible for the particular meeting will provide the MAHS Program Assistant with a copy of the meeting agenda and a completed sign in sheet within three business days of the meeting.
- This information will be submitted to the MARC Grants Compliance Manager for processing.
- Monies due will be provided in cash within 30 days, or at the next monthly meeting whichever comes first. Parents / members are required to sign for the cash they receive.

Conferences
Policy Council members and Head Start parents may be reimbursed for childcare* as needed when attending conferences at a flat rate of $100.00 per day.

- Provide a copy of the conference agenda or training certificate or any other documentation that provides explanation of the conference content.
- Provide this documentation to the MAHS Administrative Assistant within ten days of their return.
- Reimbursement will be provided by check within thirty days of receipt of documentation.

Exceptions:
If, because of extenuating circumstances, the flat rate for meetings or conferences is not sufficient to cover the cost of childcare, MAHS will consider these situations on a case by case basis.

If reimbursement is not applicable because of budget constraints, parents will be informed before scheduled meetings to determine their ability to attend without reimbursement.

*Child care expenses are paid for costs incurred during hours children are not attending HS or EHS programs.