In order for parents to be considered for reimbursement for attending special meetings:

- Parents are expected to participate in the entire meeting in order to receive reimbursement.
- When extenuating circumstances arise and parents are late or must leave early they will communicate this ahead of time in order to be provided reimbursement.

The process for receiving reimbursement is as follows:

1. Parents must sign-in on the **MAHS Meeting Attendance (Form 6000)** to document their attendance and time at each Head Start meeting.
   - These include but are not limited to: Policy Council Subcommittee meetings, Grantee Assessment meetings, Head Start Content Area Lead meetings, Missouri Head Start meetings, Partners in Quality meetings, etc.

2. Grantee staff will provide a copy of the meeting agenda and a completed and signed Form 6000 within three (3) business days of the meeting.

3. Once the Grants Compliance Manager has processed information collected and provided by the Program Assistant, parents can expect to receive any monies due them at the next Policy Council meeting the following month in the form of cash. Parents will be expected to sign for the cash they receive.

**EXCEPTIONS:**

If reimbursement is not applicable because of budget constraints, parents will be informed before scheduled meetings to discern their meeting attendance without reimbursement.