Child Care Reimbursement

Policy
Arrowhead Head Start will provide reimbursement to Head Start parents and guardians for approved child care expenses related to involvement in the Head Start program.

Procedure
• Head Start parents and guardians may request child care reimbursement for any pre-approved program activity they participate in, such as:
  o Policy Council Meetings
  o Committee Meetings
  o Program Projects
• Arrowhead Head Start reimburses parents and guardians of enrolled children for child care expenses at the current approved rates.
• Reimbursement will not be paid if child care is provided by a member of the same household, parent, or guardian.
• The reimbursement form must be completed and signed either by the parent, guardian or staff.
• The reimbursement form must be submitted to the Head Start office for payment.
• Head Start parents and guardians must submit a completed direct deposit form with a voided check to the Head Start office for electronic payment processing.
• Reimbursement payments are deposited in the parent’s or guardian’s bank account within three weeks of processing.

See Arrowhead Head Start Policy Council Reimbursement, Arrowhead Head Start Child Care Reimbursement and Direct Deposit forms.
This policy complies with Head Start Performance Standard 45 CFR Section 1304.50
Approved by Policy Council on 2-16-1999
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