

Procedure for Parent Request for Reimbursement

For Head Start, Early Head Start and ECEAP, parents can be reimbursed for mileage, funds spent or child care when participating in program activities such as Policy Council, Play & Learn, and WSA meetings. The reimbursement is processed with a special revolving fund checking account.

1. Fill out the form completely and accurately:
 - Write legibly
 - Site: enter the classroom or home visiting caseload that is serving the family.
 - Parent Name: enter the name of the parent to whom the check is payable. Make sure the name matches the name on their ID and/or bank account.
 - Mailing Address: enter complete and accurate mailing address, including apartment number and zip code.
 - Physical Address: enter complete physical address only if different from mailing address.
2. After the form is filled out:
 - Parent will sign and date
 - Advocate, Home Visitor or Coordinator Assistant will sign and date and turn the form in to their supervisor
3. Supervisor reviews, approves (initials and date) and turns the form in to Data & Operations Coordinator Assistant.
4. Data & Operations Coordinator Assistant:
 - Obtains Early Learning Director's approval
 - Enters OESD Charge Account Code(s)
 - Writes checks and obtains two signatures
 - Mails check to parent
 - Submits revolving fund replenishment request to the Business Office