

CFS Child & Family Services Operations Manual	<input type="checkbox"/> Program Information <input checked="" type="checkbox"/> Procedure <input checked="" type="checkbox"/> Policy
	Document Title: <u>Family Engagement Activity Funds Policy</u>
	Content Area: <u>Program Design Management</u>
	Policy Council Approval Date: <u>1/18/22</u> Board Approval Date: <u>1/26/22</u> Issue Date: <u>9/1/06</u>
	Other Rec/App. Required: _____ Reviewed on: <u>11/24/21</u>
	Regulatory References: _____
	Key Word1: <u>Parent enrichment</u> Key Word2: <u>Parent committee</u>
	Related Documents: _____

POLICY: Federal Family Engagement Activity Funds are distributed to Parent Committees. Parent Committees will have an activity account established based upon expected or actual enrollment in/at the beginning of the program year (September 1) at the rate of \$12 per child set by the Policy Council. These funds can be used for parent enrichment, education, fees related to field trips/experiences or other approved program related activities.

PROCEDURES: Parent Committees can pool funds with other Parent Committees in order to sponsor joint events. In locations where Child & Family Services partners with public schools, this policy does not govern the use of funds of PTAs or other parent organizations.

Parent Committees must develop a plan for the use of allocated funds. When a Parent Committee designates funds, an activity and cost description must include justification of how that activity enriches parents or parents and children together. This description must be recorded on the Family Engagement Activity Funds Budget Form and submitted electronically to the Family Services Content Lead for review prior to expenditure. Programs must spend or encumber¹ these funds by the end of the program year, or funds will revert back to the general program funding pool.

When a funded activity has been approved, but the Parent Committee has decided to make extensive changes, it is necessary to present an amendment to the Family Services Content Lead for approval prior to incurring the expense.

It is the Policy Council Representative's responsibility to check with his/her Parent Committee on a regular basis regarding any related budgets or amendments that should be presented to the Family Services Content Lead. The Policy Council will receive a periodic report of Parent Committee activities. At minimum, the Policy Council will review this policy every 5 years. Policy Council discussion of these funded activities is intended to strengthen its budget and expenditures role regarding use of the funds at local sites.

These funds cannot be used to purchase the following goods and/or services: supplement parent activities that raise money, alcohol, candy, gifts, door prizes, cash prizes, activities with a holiday theme, ongoing transportation needs or any other activity deemed inappropriate.

Additionally, HomeStart-Family Childcare partners are reimbursed \$100/year to assist with family engagement events/expenses. Funds are issued by the HomeStart Supervisor upon request.

¹Encumbered means that expenses have been approved for events that take place on or prior to August 31.

FAMILY ENGAGEMENT ACTIVITY FUNDS BUDGET FORM

Center/Partner Name: _____

Person's Name Completing Form: _____

Date request approved by Parent Committee: _____ Today's Date: _____

Amount of Family Engagement Activity Funds available: \$ _____

ACTIVITIES/MATERIALS

(If entertainment, please describe how the activity promotes parent enrichment.)

BUDGET

ACTIVITY DESCRIPTION: _____ \$ _____

ACTIVITY DESCRIPTION: _____ \$ _____

ACTIVITY DESCRIPTION: _____ \$ _____

Route this form to Family Services Content Lead via e-mail

Family Services Content Lead: _____ Approved Denied

Comments: _____

