

VOLUNTEER CHILD CARE EXPENSES

GENERAL

1. Occasionally volunteers who play a critical role in emergency response require short-term child care services. Therefore, the Provincial Emergency Program may authorize the reimbursement of child care expenses in exceptional circumstances¹.
2. The following policy amends that contained in the PEP Policy and Procedures Manual July 15, 1999, Article 6.07 Reimbursement Rates - Volunteers and Volunteer Groups.

CONDITIONS

3. The conditions for reimbursement of child care expenses are:
 - reimbursement applicable only for approved operational tasks² in exceptional circumstances;
 - volunteer has a critical emergency response role¹.
 - there is no one else at the volunteer's residence to provide child care;
 - prior authorization by the PEP Director, on the recommendation of a PEP Regional Manager or provincial Emergency Social Services (ESS) Director, to have child care expenses reimbursed has been received;
 - child care expenses are not being funded by an employer or other agency;

1 For example, where a volunteer is the only available service provider with a required skill-set in actual operations.

2 An operational response for which a PEP task number has been issued. Training and training task numbers are not authority to claim child care expenses.

- receipt for child care is a signed statement which includes the date(s), hourly rate charged, the hours of care provided and identifies the care giver/ agency; and
- reimbursement shall not exceed seven days per calendar year.

BENEFITS

4. Actual child care expenses will be reimbursed up to a maximum of \$25/\$50 per child per day as follows:
 - \$25 per child per day for child care; and
 - \$50 per child per day, when over-night child care is required.

PROCEDURE

5. Obtain approval for reimbursement of childcare expenses authorization from the PEP Director.
6. Forward Expense Reimbursement Request, together with a detailed receipt and Task Registration Form, to the applicable PEP Regional Manager for approval and submission to PEP headquarters for payment/reimbursement.

Mervin W.C. Harrower
Director

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