

Houston Ryan White Planning Council
2223 West Loop South, Suite 240, Houston, Texas 77027
713 572-3724 telephone; 713 572-3740 fax

CHILDCARE REIMBURSEMENT FORM

Ryan White Child Care Policy (as of 10-11-12): Expenses for childcare will be \$35 per child per visit, not to exceed \$100 per day (total). An exception to this would be an activity that takes place outside of normal business hours (6 am – 6 pm) in which case a volunteer could be reimbursed for an additional \$35 per child per visit, not to exceed \$100. A Council approved Child Care Expense Receipt must be attached to the Claim for Reimbursement. Child Care reimbursements are based on RWPC meetings or committee related events.

I, _____, child care worker for _____,
(Printed name of child care worker) (person submitting request)

provided child care services from _____ to _____ on _____,
(time) (time) (date of care)

for the following children (use the back if necessary):

- 1.) _____ (child's name) _____ (age)
- 2.) _____ (child's name) _____ (age)
- 3.) _____ (child's name) _____ (age)
- 4.) _____ (child's name) _____ (age)

TOTAL AMOUNT RECEIVED FROM PARENT/GUARDIAN \$ _____

(Signature of child care worker)

(Telephone number or email address)

(Date)