

Policy - Reimbursement of Provider's Meeting Time

There are times when a meeting with a Resource Consultant and/or a Behaviour Consultant is essential outside of the regular working day. In the event that such a meeting is being contemplated, the Provider may request compensation. The conditions and process for claiming this time are outlined as follows:

1. All hours claimed must be **authorized** by the Resource Consultant **prior to the day of the proposed meeting.**
2. The Provider will be paid for time outside of the regular caregiving day or when a replacement is required during the caregiving day for the purpose of:
 - meeting with a Resource Consultant and/or a Behaviour Consultant
 - meeting with a Therapist, with Resource Consultant approval
 - Case Conference which is organized by CISS
3. **A maximum of two hours** (per child supported by CISS) **can be claimed monthly.**
4. The Home Child Care Consultant must submit the appropriate invoice at the end of each month.
5. The Home Child Care Consultants are not eligible for reimbursement.
6. All hours claimed will be reimbursed at the Andrew Fleck Children's Services hourly base supply teacher rate of pay **if** the licensed home child care agency does not have a group program supply teacher rate.