

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part:** 1302 Program Operations

**Subpart:** J-Program Management and Quality Improvement

**Section:** 1302.101 Management System

**Subject:** Calculating In-Kind

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**Policy:**

It is the policy of Tri-County Community Council, Inc. that in-kind will be calculated accurately to ensure that adequate amounts of in-kind are raised annually.

**Procedure:**

1. The procurement of in-kind is the responsibility of all employees of the Head Start/Early Head Start program.
2. Staff should submit their in-kind to their supervisor for one work week at a time. Any in-kind received late should be submitted under a different coversheet and not included with the present work week coversheet.
3. The in-kind will then be calculated by the Center Director.
  - A. When calculating in-kind, the calculator will be set on the 5/4 setting. This will ensure everyone is using the same figures.
  - B. When calculating time for mileage, the following table will be used:

1-10 miles / 15 minutes	= 0.25 hours
11-25 miles / 30 minutes	= 0.50 hours
26-39 miles / 45 minutes	= 0.75 hours
40-55 miles / 1 hour	= 1.00 hour
56 and over miles	= Time according to miles
4. The Center Director/designee will verify and total the in-kind and forward it to the Program Coordinator/designee in charge.
5. The Program Coordinator/designee will verify the in-kind and forward it to the Administrative Assistant for processing.
6. The Administrative Assistant will enter the in-kind into the Child Plus program and forward the in-kind to the Director's Assistant.
7. The Director's Assistant will post the information for reporting to the Director, then log the in-kind into bundles and prepare them for delivery to the Tri-County bookkeeping department, where it will be entered and included in the budget.