



PURPOSE

The purpose of this document is to provide guidance for Regional Early Childhood Committees to improve consistency throughout the state, improve communication, clarify roles and responsibilities, and assist regions with planning and organization.

MISSION STATEMENT

“The mission of the Regional Early Childhood Committee is to advise and assist the Infant Toddler Program in the implementation of the early intervention system in the state, to provide information, and to coordinate and collaborate with community partners to support at risk young children and children with delays or disabilities and their families.”

ROLES AND RESPONSIBILITIES

The primary function of the Regional Early Childhood Committee is to serve as the link between the Infant Toddler Coordinating Council and the 7 regions of the state. The RECC is instrumental in ensuring successful interagency collaboration between all relevant local agencies providing support to young children with disabilities and delays and their families. Meetings of the regional chairs may be held each summer for training and networking. Decisions regarding meeting format (VCE or in person) will be made yearly.

All materials developed by the regional Committee *must be pre-approved* by the Infant Toddler Program before implementation or distribution.

AN ORGANIZATIONAL FRAMEWORK

The Regional Early Childhood Committees are a subsidiary of the Infant Toddler Coordinating Council. Reciprocity of information is crucial to the coordination, success and impact of the Council and Committees.

Communication from the Central Office Infant Toddler Program to the Regional RECC Committee: The Central Office will post ITCC meeting minutes on the Infant Toddler Program webpage within 10 business days of the meeting, for review at the next meeting of the local RECC. Minutes of periodic conference calls between ITP Central Office and Regional Chairs/Co-Chairs and Liaisons will be posted in a timely manner on the ITP webpage under the “Chair” tab.

Communication from the RECC to ITP Central Office: The Regional RECC Chair will provide minutes of the RECC meeting to the ITP central office in a timely way for posting on the ITP webpage.



YEARLY BUDGET AND PURCHASING

RECC Purchases

All funds that flow through to Regional Early Childhood Committees are subject to audit.

All expenditures must follow the guidelines established by the state for meetings, meals, travel, etc.:

A. Meals and Refreshments at Entity-Sponsored Meetings

The State Board of Examiners recognizes the importance of sponsoring meetings and training sessions for specific purposes, and that refreshments and meals may be provided to ensure the best utilization of attendee time under the following criteria:

1) Refreshments:

- a) The meeting has a published agenda where attendance is mandatory.
- b) The meeting has an intended duration of three (3) hours or more as shown on the agenda.
- c) There are five (5) or more attendees.
- d) The total cost per attendee PER DAY cannot exceed the current partial day per diem allowance for breakfast as established by the Board.
- a) The meeting has a published agenda and attendance is mandatory, for an identified business purpose.
- b) The meeting has an intended duration of six (6) hours or more as shown on the agenda.
- c) There are five (5) or more attendees.
- d) The meeting's purpose is furthered by presentations or interpersonal exchange during the meal period.
- e) The total cost per attendee cannot exceed the partial day per diem allowance for the period of the meal as established by the Board.
- f) Location or scheduling conflicts are not sufficient grounds for a meal recess.

Examples of RECC spending and purchases include but are not limited to:

- Child Find Activities
- Parent travel expenses to attend RECC meetings
- Parent child care expenses to attend RECC meeting
- Reimbursement for travel expenses for projects such as delivery of early intervention outreach materials
- Public awareness activities such as products that will support evidence-based early childhood intervention practices
- RECC supplies such as mailing, copies, etc.
- Other as approved (please contact the Infant Toddler Program).

RECC budgets may not be used for



- Items that present a choking hazard for young children
- Gifts
- Meals that do not meet the state guidelines
- Honorariums
- Lobbying
- Donations
- Medical expenses

Examples of commonly approved expenditures:

- Vendor tables to promote ITP at local events
- Educating the community about early intervention
- Collaborative screening activities with hospitals and health departments
- Promotion of screening (child find) activities
- Working with Part B to discuss transition from Part C to Part B
- Screening outreach to local child care providers
- Others as identified yearly by the Regional Committee.

Purchasing Process and Timelines

Funds are allocated by the Infant Toddler Program on a yearly basis to support the Regional Committees. When a committee has identified that funds are needed to support an identified community need or committee plan these funds can be secured by the ITP RECC Liaison. Liaisons will ensure that Committee expenditures do not exceed the yearly allocation of funds and that all expenditures are made per DHW fiscal timelines.

Parent Travel Re-imbusement; when parents accrue mileage while traveling to and from RECC meetings they will record their mileage on the state Travel Expense Voucher Form. The Infant Toddler Liaison will submit the Travel Expense Voucher to the Central Office via Navision.

Child care reimbursement for parents; parents can be reimbursed for child care when they are attending RECC meetings or performing approved RECC activities. Parents must pay for their child's care in advance and the Infant Toddler Program will reimburse their expenses. Infant Toddler Program RECC Liaisons will support parents in completing necessary documentation for reimbursement per the Child Care and Travel Reimbursement Policy for RECC or ITCC Meetings.

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