



Oglala Lakota College Head Start/Early Head Start Program  
POLICY AND PROCEDURES



**IN-KIND POLICY**

All OLC HS/EHS Staff are responsible for ensuring Federal In-kind requirements are met and documented.

**PROCEDURE**

1. The rate for parent volunteers in classrooms, committee meetings, and/or home activities is established by the program.
2. Donations of goods, professional services, cultural consultants, buildings, or land are at the market rate.
3. All Staff are responsible for tracking parent and community contributions within each Center and submitting the paperwork to the Administration Office at the end of each month.
4. The Budget Manager is responsible for tracking building/land value, all Centers in-kind contributions, and generates a monthly report for the Head Start Director.

**Some Non-allowable Sources of In-kind include the following:**

- Costs paid by other Federal Grants (example: if a nurse paid by IHS comes to the Health Services Advisory committee meeting, her time at the meeting is NOT an “allowable cost” because her salary is paid by another federal grant.)
- Costs which are counted towards other Federal cost sharing requirements
- Costs specifically unallowable under grant terms.

**DOCUMENTATION**

Center In-kind Record  
In-kind Statement of Contribution (Foster Grandparent)

**REGULATORY REFERENCE(S):**

Head Start Performance Standard (45 CFR, PART 74.23, PART 92.24) Office of Management & Budget (OMB) Circulars A-21, A-87 and A-122.