

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Parent Career Development

POLICY:

Head Start parents of currently enrolled children will be considered for tuition or training costs for classes or programs that promote families as learners; and support family well-being, specifically in the area of economic stability, through the development of job readiness and employability skills

This policy relates to Head Start Performance Standards 45 CFR Part 1302.50, 1302.52, 1302.53

PROCEDURE:

1. Parents may request tuition assistance for any of the following:
 - . three (3) undergraduate college hours
 - . job skill training such as CNA, CDL, EMT
 - . driver's education
 - . vocational training through the Kentucky Community and Technical College System or affiliate school
 - . other opportunities as available
2. Parents receiving assistance in vocational training will not be approved for requests for assistance with college classes prior to completion of the training.
3. All career development activities must be related to assisting parents in gaining the skills needed to become job ready/employable.
4. Training costs must not be covered by other outside financial aid.
5. Procedure for submitting a request:
 - (a) Through the Family Assessment process, parents will:
 1. Identify educational goals needed for increased job readiness and employability;
 2. Determine if other financial resources, such as community, state and federal programs, grants, and scholarships will cover training.

- (b) If there are no other outside financial resources available the parent will:
 - 1. Complete a Big Sandy Area Community Action Program Head Start Career Development Request Form
 - 2. Obtain verification from the educational institution/training program that the training is not covered by other financial resources;
or
Provide a copy of the Expected Financial Contribution (EFC) statement from a current FAFSA Application.
 - (c) The delegate Head Start Director will review the Career Development Request Form and financial verification document for completeness and forward the approved request to the Grantee office in a timely manner
 - (d) The submitted request will be reviewed by the grantee Quality Control Manager, the grantee Head Start Director, and the agency Executive Director.
 - (e) Requests will be approved based on the availability of funds.
 - (f) Upon approval, the Quality Control Manager will prepare approval vouchers for all approved requests.
 - (g) The applicant will be notified of approval status by mail or e-mail.
 - (h) The delegate Director will be notified of all parents approved for career development assistance and follow-up will be completed by delegate staff.
6. Any parent approved for tuition assistance who withdraws or drops the approved class or training, must notify the delegate Director immediately. Any cash/check refund from the university/school/agency for the approved class must be forwarded to the grantee Head Start office.
7. Parents not completing approved classes may not be approved for further assistance.
8. Parents may be approved for assistance once per semester if funding permits. Priority will be given to parents who have not previously received assistance during the current program year if funding is limited.