

**Big Sandy Area Community Action Program  
Head Start  
Career Development Allotment  
Staff**

**Directions for Submitting a Career Development Request**

1. Complete requests using the most recent, updated forms.  
Forms may be printed from the Forms page of our Head Start website  
<http://bsacapheadstart.com/Forms.html>
  
2. **For College Courses**, *not including CDA Courses*, the following documents must be completed in full and submitted by the deadline dates listed in section 5 below:
  - Career Development Checklist Form;
  
  - Copy of FAFSA Student Aid Report (SAR) for the current school year that has your Expected Financial Contribution (EFC);
  
  - Documentation that a KHEAA Early Childhood Development Scholarship, formally Kids Now Application was submitted by the deadline for the current semester. (Does not apply to Pike County BOE or Model City staff);
  
  - Most recent college course grades. Although grades must be on a document obtained from the college/university, it does not need to be an official transcript;
  
  - Career Development Request Form (completed in full and signed by Delegate Director);
  
  - Release of Information Form;
  
  - Tuition Reimbursement Form.
  
3. **For MSU CDA Courses**, the following documents must be completed in full and submitted by the deadline dates listed in section 5 below:
  - MSU Application (to be completed prior to first semester course);
  
  - MSU CDA Career Development Checklist;
  
  - MSU CDA Career Development Request Form;
  
  - Copy of first semester grade when requesting approval for second semester course;
  
  - CDA Tuition Reimbursement Agreement
  
  - MSU FERPA Form.

4. **For Online CDA Care Courses**, the following documents must be completed and submitted in full:
  - CDA Online Care Courses Checklist;
  - CDA Online Care Courses Career Development Request Form (completed in full and signed by Delegate Director);
  - CDA Tuition Reimbursement Agreement.
  
5. Submit requests by the following deadlines:
  - Fall Semester      July 15<sup>th</sup>
  - Spring Semester    December 1st
  - Summer Semester    May 15<sup>th</sup>

## Financial Assistance

- BSACAP Head Start is the *Payer of Last Resort* for all approved Career Development Requests, meaning all other sources of financial assistance must be applied towards tuition costs before payment by BSACAP Head Start.
- A Free Application for Federal Student Aid (FAFSA) must be completed each school year. FAFSA applications may be completed online at: <https://fafsa.ed.gov/>
- A KHEAA Early Childhood Development Scholarship application must be completed each semester (this does not apply to Pike County BOE or Model City staff). Applications may be completed online by going to [www.kheaa.com](http://www.kheaa.com) and signing in on the KHEAA home page. First-time users will be asked to register before signing in.

Once you are signed in, select MYKHEAA and then click on Apply Online for Scholarships to reach the Early Childhood Development Scholarship application.

A FAFSA Application must be completed in order to apply for the KHEAA Early Childhood Development Scholarship.

- The cost per credit hour for undergraduate coursework at Morehead State University (MSU) is used to set the maximum amount of tuition assistance provided by BSACAP Head Start. MSU Tuition for 2016-2017: \$356 per credit hour.

## **Maintaining Good Standing**

6. A passing grade must be earned for all courses approved for tuition assistance.
7. Withdrawal from an approved course must occur on or before the drop/add deadline date set by the college/university and the Grantee Office must be notified that the course has been dropped.
8. If a course approved for tuition assistance has been changed to a different course, the Grantee Office must be notified as soon as the change has been made.

Failure to earn a passing grade, withdrawal after the drop/add deadline date set by the college/university, or failure to notify the Grantee Office of schedule changes made to courses approved for tuition assistance may require that all funds paid by BSACAP Head Start be reimbursed to the agency before any further financial assistance from the BSACAP Career Development Allotment will be approved.