

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

## Literacy Assistance

### POLICY:

Head Start parents of currently enrolled children will receive assistance in obtaining literacy, GED, or diploma equivalency.

*. This policy relates to Head Start Performance Standards 45 CFR Part 1304.41*

### PROCEDURE:

1. Parents may request assistance for any of the following:
  - . GED testing fee/enrollment fee
  - . travel costs to and from classes
  - . baby-sitting
  - . eye exam/glasses
  - . hearing aids
  - . other literacy activities
2. Parents must include a letter verifying their enrollment in GED or literacy classes with their request.
3. Procedure for submitting request will include:
  - (a) Submit request and letter to delegate Head Start Director for initial approval.
  - (b) Delegate Director reviews request for completeness and forwards approved request and letter to the Grantee office in a timely manner (10 days maximum from the date received).
  - (c) Request for testing must be received by the Grantee office no later than one week prior to test date.
  - (d) Submitted request will be reviewed by the grantee Education Services Manager/Career Development Coordinator, Head Start Director, and Executive Director.
  - (e) Upon approval, the grantee Education Services Manager/ Career Development Coordinator will prepare approval vouchers for all approved requests.

- (f) Applicant will be notified by mail.
  - (g) The delegate Director will be notified of all parents approved for assistance and follow-up will be completed by the delegate staff and follow-up will be completed by the delegate staff.
4. To receive payment for mileage and/or baby-sitting costs:
- (a) The teacher/instructor of literacy/GED classes must initial beside date of each class attended.
  - (b) Mileage sheet or baby-sitting sheet must be submitted to delegate Director at least monthly.
  - (c) The delegate Director must approve mileage and/or baby-sitting fees and forward approved bill to the grantee office in a timely manner (10 days maximum from date received).
5. Parents may be approved for assistance in college classes or vocational training upon successful completion of GED/high school equivalency diploma program. Verification of successful completion must be provided.

*Approved by the Policy Council October, 2007*