

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 1302.51 and 1302.53

PROCEDURE:

1. Parents may request assistance for any of the following:
 - . GED testing fee/enrollment fee
 - . travel costs to and from GED classes
 - . baby-sitting while attending GED classes
 - . eye exam/glasses needed for GED classes or testing
 - . hearing aids needed for GED classes or testing
 - . other literacy activities

2. Procedure for submitting request will include:
 - (a) Parent submits Literacy Effort Request form to delegate Head Start Director for initial approval. Requests for an eye exam/glasses or hearing aids must include documentation that the parent is enrolled in GED or literacy classes or is scheduled to take the GED exam.
 - (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) Grantee Quality Control Manager, Head Start Director, and Executive Director reviews submitted request.
 - (e) Upon approval, the grantee Quality Control Manager prepares approval vouchers for all approved requests.

- (f) Grantee staff follows-up and notifies the parent applicant and the delegate Director of approved literacy requests by U.S. mail or email.
3. 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).
4. 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.