

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 which will assist them in becoming job ready/employable.

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

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 at Mayo Vocational School or affiliate school
 - . other opportunities as available
2. Parents receiving assistance in vocational training may 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. Parents must complete a questionnaire stating previous educational experiences as well as their educational goals.
5. Parents must not receiving educational benefits from other sources, such as the Veteran's Administration, Pell Grant, BEOG, JTPA, or any other type grant.
6. Procedure for submitting request will include:
 - (a) Submit request questionnaire to delegate Head Start Director for initial approval. Requests will be accepted during the months of July – September and December - February.

- (b) Staff members completes the career development point system.
 - (c) The delegate Head Start Director reviews the request and questionnaire for completeness and forwards approved request to the Grantee office in a timely manner (10 days maximum from date received).
 - (d) Submitted request will be reviewed by the grantee Education Services Manager/Career Development Coordinator, the grantee Head Start Director, and the Executive Director. Requests will be reviewed for approval after the dead line for accepting requests has passed. Requests will be approved based on the point totals from the career development point system form. The requests with the highest points will be approved first. As many request as possible will be approved until a pre-set amount of money has been obligated.
 - (e) Upon approval, the grantee Education Services Manager/ Career Development Coordinator will prepare approval vouchers for all approved requests.
 - (f) Applicant will be notified my mail.
 - (g) The delegate Director will be notified of all parents approved for career development assistance and follow-up will be completed by delegate staff.
7. 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.
8. Parents not completing approved classes may not be approved for further assistance.
9. Parents may be approved for assistance once per program year.