Department: Human Resources	Effective Date: 9/19/18	Procedure Number: 8030b
Regulation Number: 1302.91	Regulation Topic: Staff Qualifications	Procedure Title: Request for Continuing Education Funds for Parent/Primary Caregivers (Tier I and Tier 2)

Procedure:

MARC Head Start will retain training funds for parents or primary caregivers with children participating in Tier 1 and Tier 2 programs with a Family Partnership Agreement goal of seeking teaching or family services qualifications for working in an Early Head Start or Head Start partner program, as funds are available.

Parent or primary caregivers seeking financial assistance for CDA training or Family Development credential to meet qualification requirements will complete the *Request for Education Funds* form (select form 8030b for CDA assessment/renewal/training, CDA orientation and two resource collection review sessions).

- Site Management from a Tier 1 or Tier 2 direct service provider should upload the documents to SharePoint in the HR Folder. *See Instructions for uploading documents to SharePoint Folder.* The documents uploaded will be the completed form along with the following required documentation:
    - Letter of support from a MARC Head Start partner site that states their intention to hire the candidate
    - Current Family Partnership Agreement, outlining process for obtaining required qualifications, timelines, and signed by family advocate or home-based specialist;
    - Documentation of projected costs or expenditures;
    - Evidence of successful completion (or current grade report) of training/coursework previously paid for with MARC Head Start funds;
    - For all applicants:
        - Attach high school diploma; or,
        - Attach all college transcripts to be analyzed for completed coursework.
        - The "Request for Education Funds" MARC Head Start form 8030b (CDA seeking) should be uploaded to SharePoint in the HR Folder. *See Instructions for uploading documents to SharePoint Folder.* MARC Quality Assurance Coordinator will review the completed request packet. Priority is given to teaching staff seeking required qualifications.

Reviewed: 8/13/25

- If education funds are approved to pay for CDA assessment or CDA renewal, a third-party authorization letter will be processed by MARC Quality Assurance Coordinator and sent to the site management within 10 business days of request.
- If education funds are approved for CDA training, MARC Quality Assurance Coordinator will order materials or register applicant in selected training program within 10 business days of request.
- If education funds are approved for college coursework, a third-party authorization letter will be sent to the college business office once the employee has notified the MARC Quality Assurance Coordinator of enrollment in the approved class. (MARC Head Start currently has an agreement with Fort Hayes State, MCC and UCM only.)

The receiver of education funds is to provide documentation of enrollment; documentation of progress (for CDA training); and submit certificates or grade cards to show successful completion of training or coursework on a quarterly basis. A grade of "C" or above must be achieved before more funds requests will be approved.

Reviewed: 8/13/25