| Department: Human Resources | Approval Date: 5/11/2020 | Policy Number: 8601 |
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| **Regulation Number:**<br>**§1302.91 (e) (6)** | **Regulation Title:**<br>**Staff Qualifications** | **Policy Title:**<br>**Qualification Requirements for Home-based Visiting Staff** |

**Policy:**

All home-based visiting staff employed by a MARC Head Start direct service provider must meet one of the following requirements listed below:

- Home Visitor CDA and Family Development Credential; or,
- Associates/Bachelor's degree with 12 hours of social work, human services, family services, or counseling in the 400/ 500 level of course work and 9 hours in child development.

The following must occur:

- Applicant or employee must provide:
    - the most current transcripts, inclusive of any and all educational institutions attended; or,
    - the family development credential; and
    - the home visitor CDA
- Direct service provider will perform transcript review of applicant or employee transcripts;
- Transcript review assistance can be obtained from MARC Head Start Quality Assurance Coordinator.

Supporting documents must be provided to MARC Head Start Quality Assurance Coordinator, Organizational Development Manager or other requesting MARC Head Start staff.