Department: Human Resources	Effective Date: 5/9/2017	Procedure Number: 8800
Regulation Number: 1302.91(e)(7)	**Regulation Topic:** Staff Qualifications	**Procedure Title:** Requirements for Family Service Workers Below Minimum Qualifications

Procedure:

For family service workers below minimum qualifications for their position, direct service providers will maintain the following documentation:

- Current certificates, transcripts, or other documentation of the employee's educational qualifications;
- Current enrollment in coursework/training;
- Conditional letter of hire to specify employee's requirements to meet qualifications; and,
- Copy of professional development plan to include the following:
    - Identify the coursework he/she is completing to fulfill position requirement;
    - Timeline for completion; and
    - Signature and date on the professional development plan to indicate that the employee has agreed to and is committed to completing the requirements in timeframe identified.

To document progress towards meeting qualification requirements, direct service provider must:

- Tier 1 & 2 direct service providers will complete a professional development plan for any newly hired family service workers that do not meet minimum qualifications. This should be uploaded to SharePoint in the HR Folder. *See Instructions for uploading documents to SharePoint Folder.*
- Tier 1 & 2 direct service providers will complete form 8021c and submit quarterly updates of progress. This should be uploaded to SharePoint in the HR Folder. *See Instructions for uploading documents to SharePoint Folder.*
- Tier 3 direct service providers will enter the employees progress in ChildPlus, monitor regularly and review with MARC Head Start Organizational Manager during regularly scheduled meetings.

Timeline to complete requirements is 18 months.