

Area:	Eligibility, Recruitment, Selection, Enrollment, and Attendance
Subject:	EL15 – Vocational Training Need
Reference:	Title 5 Section 18087, Funding Terms and Conditions Sections I.C and I.K Head Start Performance Standard 1306.32 (d)(1) and 3
Policy:	If the basis of need for child care is participating in vocational training, Verification of Training must be on file. Parents/Guardians enrolled in a vocational training program shall be monitored to ensure that they are making progress toward the attainment of their vocational goal.

Procedure:

1. Parent/Guardian shall submit a completed Training Verification Form, class schedule, course syllabus and prior term's grades, if applicable, at least two weeks prior to the start of the term.
 - a) Electronic Class Schedule Available – Parent/Guardian completes the Training Verification (Electronic Class Schedule) form and attaches a copy of the electronic class schedule.
 - b) No Electronic Class Schedule Available - Parent/Guardian completes the Training Verification (No Electronic Class Schedule) form and the training institution registrar must sign and date.
2. Report grades, transcripts or other records to document that the parent/guardian is making progress toward the attainment of the vocational goal must be submitted.
3. Agency Representative will monitor the parent's/guardian's progress toward the attainment of their vocational goal.
 - a) Review schedule for repeated courses.
 - b) Review report cards, transcripts and other records for failing grades.
 - c) Document progress in the Note Section of electronic database (State only).
 - d) Meet with parent/guardian to discuss their goal and progress.
4. If a parent/guardian chooses to repeat a course for grade improvement, the program may not reimburse for child care.
5. Parent/Guardian must complete courses for which they are enrolled and the program is reimbursing child care for. If the parent/guardian drops or withdrawals from a class, the parent/guardian shall report any changes within five (5) calendar days of requesting the change from the institution.
6. Requests for changes to a child(ren)'s schedule must be submitted in writing two (2) weeks in advance.
7. Parent/Guardian in a vocational program shall be limited to six (6) years of enrollment or 24 units beyond a Bachelor of Arts Degree.
8. Agency Representative uses the Training Verification form and class schedule to determine child care hours needed. An additional thirty minutes before and thirty minutes after training hours shall be added to the approved training schedule for transportation. Additional transportation time shall be granted on a case-by-case basis when the parent/guardian transportation need exceeds the allowed thirty minutes. Travel time request cannot exceed half of the total need hours per day for no more than 4 hours per day. In addition to the actual time in school, study time can be approved up to a maximum of 2 hours per academic unit per week

including study time for on-line and televised instructional classes.

- On a case-by-case basis and as may be confirmed with the class instructor- additional time not to exceed one hour per week per academic unit.
- On a case-by-case basis, no more than the number of class hours for non-academic or non-unit bearing training.

State program – Child care hours are approved based on actual need

Supervised by: Coordinator of Early Childhood Programs, Director II, Child Care Services Supervisor

Family Eligibility Specialist , Family Service Worker

Forms needed: Training Verification Forms

Frequency: Ongoing