Procedure:

Mid-America Regional Council (MARC) will retain training funds for Tier 1 and Tier 2 direct service providers for staff seeking qualifications for the positions they hold, as funds are available.

Staff seeking financial assistance for CDA training or college coursework to meet qualification requirements will complete the Request for Education Funds form (select form 8030a for college coursework or form 8030b for CDA assessment/renewal/training).

- Site Management from a Tier 1 or Tier 2 direct service provider will email completed form to Grantee Quality Assurance Coordinator along with the following required documentation:
  - Current professional development plan (PDP) or Action Plan, outlining process for obtaining required qualifications, timelines, and signed by staff and site supervisor, or designee;
  - Documentation of projected costs or expenditures;
  - Evidence of successful completion (or current grade report) of training/coursework previously paid for with MAHS funds;
  - For CDA applicants:
    - Attach high school diploma; or,
    - Attach all college transcripts to be analyzed for completed coursework.
  - For degree seeking applicants:
    - Current plan of study signed by academic advisor; and,
    - Current annual documentation that FASFA has been submitted.

- The email subject line will state “Request for Education Funds.” MAHS Quality Assurance Coordinator will review the completed request packet. Priority is given to teaching staff seeking required qualifications.
  - If education funds are approved to pay for CDA assessment or CDA renewal, a third party authorization letter will be processed by Grantee Quality Assurance Coordinator and sent to the site management within 10 business days of request.
  - If education funds are approved for CDA training, Grantee 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 Grantee Quality Assurance Coordinator of enrollment in the approved class. (MAHS currently has an agreement with MCC 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.