Procedure:

For family service workers who do not have qualify 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, or Action 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, or action 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:
- Create and submit tracking document, with progress updates, to Grantee Quality Assurance Coordinator, quarterly; and,
- Upload/Provide current coursework/training progress, when applicable.

Timeline to complete requirements is 18 months.