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) after 90-day probationary period.

- Site Management from a Tier 1 or Tier 2 direct service provider will email completed form to MARC Head Start 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 including all fees associated with classes (i.e. books, lab fee, technology, in/out district fee);
  - Evidence of successful completion (or current grade report) of training/coursework previously paid for with MAHS funds;
  - For CDA applicants:
    - Application to ChildCare Aware (CCA) scholarship for financial support and technical assistance is submitted. [https://www.mo.childcareaware.org/cda-scholarship-project/](https://www.mo.childcareaware.org/cda-scholarship-project/)
    - If applicant does not qualify for CCA scholarship:
      - Submit MARC form 8030b; and,
      - Attach high school diploma; or
      - Attach all college transcripts, CDA online modules or Care Courses, and training certificates to be analyzed by MARC or contracted consultants for completed coursework.
    - Programs can request a CDA orientation and two resource collection review sessions with the Family Conservancy by submitting form 8021d to MARC Head Start Quality Assurance Coordinator. This is available for staff members needing additional support, even if you qualify for the CCA scholarship.
For degree seeking applicants:

- In order to establish a third-party payment authorization with a college or university (other than UMC or MCC), original request must be submitted 6 weeks in advance. Approval timeline is dependent upon the college/university response.

- Annually, submit:
  - Current plan of study signed by academic advisor; and,
  - Current documentation that FASFA has been submitted.

- Per session, submit
  - MARC form 8030a
  - Course schedule for session/semester
  - Student account summary
  - Book estimate printout from college/university bookstore
  - Submit certificates or grade cards to show successful completion of training or coursework paid for by MARC Head Start
  - All paperwork must be submitted two weeks prior to the first day of the session/semester or request will be denied.

- The email subject line will state “Request for Education Funds.” MARC Head Start 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 MARC Head Start Quality Assurance Coordinator and sent to the site management within 10 business days of request.
  - If education funds are approved for CDA training, MARC Head Start 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 MARC Head Start Quality Assurance Coordinator of enrollment in the approved class. (MARC Head Start currently has an agreement with MCC and UCM only.) This may extend the process time.

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.