Procedure:

For home-based visiting staff currently employed by a MARC Head Start direct service provider, who do not meet the qualification requirements included in MARC Policy 8601, a plan must be developed to ensure they meet the requirements within the identified timeframe.

Direct service providers must maintain documentation of the following:

- Current certificates, transcripts, or other documentation of the employee’s educational qualifications;
- Current enrollment in coursework or training; and,
- Copy of Professional Development Plan or Action Plan, to include the following:
  - Identify the remaining coursework or training they are completing to fulfill position requirements;
  - Timeline for completion; and,
  - Signature and date on the plan to indicate that the employee has agreed to and is committed to completing the requirements in timeframe identified.

Maximum timeframes are as follows, but may be adjusted based on employee’s current level of progress:

- CDA 2 years
- FDC 18 months
- CDA & FDC 3 years

Tier 1 & 2 direct service providers will email form 8021c or 8021d to update progress towards meeting requirements to the MARC QA Coordinator with the subject line of “HR”, per procedure 8021.

Tier 3 direct service providers will provide documentation of progress towards meeting requirements during quarterly meetings with MARC Organizational Development Manager.

Documentation of staff member’s qualifications must be provided to hiring agency prior to hire and uploaded into the ChildPlus database or submitted to Grantee Quality Assurance Coordinator upon request.