

Staff Scholarship for Financial Support Procedure

- Funds for staff scholarships will be set aside in the program's Training and Technical Assistance budget each funding year.
- Staff that have successfully completed the probation, or are in good standing in their position, and if acquiring a license, credential or renewal for their position would benefit the program, may complete a request for scholarship funds.
- Staff must complete the "Staff Scholarship for Financial Support Form" which includes their educational goals and planned action steps.

Staff will submit their completed form to their supervisor for approval. Approval of the staff member's supervisor, the Head Start Director, and the Scholarship Committee will be required.

- The approval process must be completed prior to enrollment in coursework, program, or relevant work.

Priority for use of Scholarship Financial Support will go to the following Head Start staff:

1. Lead Educators
2. Teacher Assistants
3. Classroom Assistants
4. All other staff

Priority for use of Scholarship Financial Support will go the following purposes:

1. Program Need
2. MN Teaching Licensure
3. Child Development Associate-CDA renewal
4. Bachelor Degree in Early Childhood
5. Associate Degree in Early Childhood
6. Other areas specific to Head Start

- Staff must present a copy of an itemized bill for reimbursement of course work, application, or license; and proof of satisfactory completion of coursework to the Head Start office. Books, if not included with course work, and additional fees are not reimbursable.

- Staff must provide a copy of the license, certificate, credential, or transcript within 1 week of receiving it.

- Staff must not use any other outside financial assistance for the same financial support request.

Staff will reimburse Arrowhead Head Start within 30 days if:

- Completion of coursework is unsatisfactory.
 - Staff utilize scholarship funds for a baccalaureate or advanced degree and leave the Head Start program by choice before completing a 3-year commitment after using the funds. Reimbursement will be the total or prorated amount of the financial assistance received based on the length of service completed after the degree earned.
- Staff working on CDA renewal must also:
- Utilize courses offered through Care Courses, colleges, universities, or other pre-approved trainers.
 - Take classes that meet the Council for Professional Recognition's guidelines.

Scholarship awards are contingent upon approval of Arrowhead Head Start's Training Plan and receipt of Training and Technical Assistance dollars specific to the Scholarship budget.