

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Section: Personnel	PC Approval Date: 4/19/2011, 1/18/2018
Title: Tuition Reimbursement for Teacher Advocates and Assistant Teachers to meet Requirements of Sec. 648A of the Head Start Act	Updated; 11/3/17
Policy #: HS-83	NI Board Approval: 9/12/19
Forms Required: Reimbursement of Expenses Request	
Performance Standards: 1302.91	Page 1 of 2

Policy: Pursuant to Section 648A of the Head Start Act of 2007;

By September 30, 2011, all Teacher Advocates working in the Head Start & Early Head Start program will have an Associate degree (or higher) in ECE or an Associate degree (or higher) in a related field (and coursework equivalent to a major relating to early childhood education).

By June 30, 2013, Assistant teachers will have a preschool CDA credential or be working towards an Associate degree in ECE or related field.

As funding allows, NeighborImpact will provide tuition reimbursement to staff successfully completing (C or better grade) coursework taken to meet the Teacher and Assistant Teacher qualification requirements of the Head Start Act. The amount reimbursed will depend on available funding and will be determined on a per-credit basis. Documentation provided with reimbursement requests will document actual expenditures and the successful completion of coursework.

All tuition reimbursements requested by Bachelor degree-seeking Teacher Advocates will also follow the Education Expense Repayment Agreement Policy as required by Sec. 648A(a)(6)(A)(B) of the Head Start Act.

All reimbursement requests must be turned into the Associate Director of Education and Quality no later than fourteen (14) days after the end of the term.

Purpose: To support compliance with Sec. 648A (a) of the Head Start Act of 2007, to standardize the process for submission of tuition reimbursement requests and to clarify the circumstances that require a repayment agreement.

Procedure:

- Employee requesting reimbursement completes the **Reimbursement of Expenses Request** form.
- Employee attaches either a final grade report or an unofficial transcript to the **Reimbursement of Expenses Request**. This documentation must show student name, as well as the name and address of an accredited higher education institution. In addition, it must show course number, course title, number of credits, final grade (C or higher) and term.
- Employee attaches a receipt of payment or invoice (marked paid) that clearly documents the amount paid by the employee for the course(s) for which reimbursement is requested.

Please note: Reimbursement requests submitted without **all** of this information listed will **NOT** be accepted.

Per Union Contract Reimbursement will be as follows:

- Employer may elect to provide an employee with tuition reimbursement up to \$200 per class, take and completed, subject to the following terms:
 - The primary subject of the class must concern ECE, Human Services and or psychology, and relate to the employees current job duties within employer and/ or another Head Start position the employee is seeking qualifications.

- The class must be college or graduate level class.
- The employee must complete the class with a C or better grade.
- The employee must provide the employer upon request documentation evidencing the employees registration in the class, a class outline or syllabus, evidence of regular attendance in class, a copy of receipt, or cancelled check, verifying the cost of the class to the employee, and/or evidence of employees completion of class with a passing grade.
- Attendance in the class must be outside the employees regular work hours and is strictly voluntary.
- Reimbursement is subject to approval by employer, and available funding.
- Employees who do not comply with these terms and conditions may be required to reimburse employer for any and all tuition reimbursements.
- The employer may terminate a previously approved tuition reimbursement request at any time in the event an employee fails to comply with terms and conditions.
- Employer may reimburse additional costs at its discretion depending upon its receipt of designated funds, as determined by employer.
- Employess must submit a written request for reimbursement to employer for each class, either before the employee starts the class, or after successful completion of the class. Approval of any tuition reimbursement is at the sole discretion of the employer.