

- Area:** Eligibility, Recruitment, Selection, Enrollment, and Attendance
- Subject:** EL15 – State Vocational Training Need
- Reference:** Title 5 Section 18087, Funding Terms and Conditions Sections I.C and I.K
- Policy:** If the basis of need for child care is participating in vocational training, Verification of Training must be on file. Parents/Guardians enrolled in a vocational training program shall be monitored to ensure that they are making progress toward the attainment of their vocational goal.

Procedure:

1. Parent/Guardian shall submit a class schedule and prior term's grades, if applicable, at least two weeks prior to the start of the term.
2. Parent/Guardian shall submit a completed Training Verification (CD 9605) no later than two weeks following the class start date. The form must include:
 - a) Name of the school or organization where training is received.
 - b) Dates that current training activities will begin and end
 - c) Statement of the parent's/guardian's vocational goal
 - d) State anticipated completion date of all required training activities to meet the vocational goal.
 - e) Class schedule which includes:
 - 1) Courses currently enrolled
 - 2) Days and times of courses
 - f) Parent/Guardian must sign and date
 - g) Training institution's registrar must sign, date and stamp
3. If training institution will not sign the Training Verification form:
 - a) Parent/Guardian completes and signs Training Verification, leaving "signature and stamp of registrar of school organization" blank.
 - b) Attach an official letter signed and stamped from the training organization that states name of school, date training will begin/end and anticipated completion date for training/education.
4. Report cards, transcripts or other records to document that the parent/guardian is making progress toward the attainment of the vocational goal must be documented.
5. Child Care Specialist I will monitor the parent's/guardian's progress toward the attainment of their vocational goal.
 - a) Review schedule for repeated courses.
 - b) Review report cards, transcripts and other records for failing grades.
 - c) Document progress in the Note Section of KinderTrack.
 - d) Meet with parent/guardian to discuss their goal and progress.
6. If documentation is not received, the Child Care Specialist I will issue an incomplete file letter located in the generic letters in the KinderTrack database.
7. If a parent/guardian chooses to repeat a course for grade improvement, the program may not reimburse for child care.
8. Parent/Guardian must complete courses for which they are enrolled and the program is reimbursing child care for.

9. Requests for changes to a child(ren)'s schedule must be submitted in writing two (2) weeks in advance.
10. Parent/Guardian in a vocational program shall be limited to four (4) years of enrollment and/or hold a Bachelor of Arts Degree. Special circumstances will be evaluated on a case-by-case basis.

Supervised by: Coordinator of Early Childhood Programs

Performed by: Child Care Specialist I

Forms needed: Training Verification (CD9605); Incomplete File Letter

Frequency: Ongoing