

VIRGINIA CHILD DAY CARE PROVIDER SCHOLARSHIP PROGRAMS PROGRAM
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VIRGINIA CHILD DAY CARE PROVIDER SCHOLARSHIP PROGRAMS PROGRAM

Part I.

Introduction.

ARTICLE 1.

Definitions.

22 VAC 40-690-10. Definitions.

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

"Applicant" means any individual who is applying for a ~~Child Development Associate Credential~~ scholarship for college tuition.

~~*"Career Studies Certificate in Early Childhood"* means a certificate program offered by an accredited two-year college in the area of early childhood development. The specific~~

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~~course work for the certificate is determined by the college, but should include at least 12 semester hours of course work.~~

~~"CDA" means the abbreviation for Child Development Associate.~~

~~"Child care program" means a regularly operating service arrangement for children where, during the absence of a parent or guardian, a person or organization has agreed to assume responsibility for the supervision, protection, and well-being of a child under the age of 13 for less than a twenty-four hour period. Child care includes care provided in the child's own home as well as care provided outside of the child's home in settings such as a private home, child care center, school, camp, recreational facility, or religious organization.~~

~~"Child care provider" means a person who is currently employed or plans to work in a child care program.~~

~~"Child Development Associate (CDA) credential" means the competency-based national credential awarded to individuals who work with children ages five and under. A CDA credential can be earned in three settings (center-based, family day care, and home-~~

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~~visitor) and with two age groups (0 through 36 months and three through five years old). In addition, a bilingual specialization can be obtained. The credential is valid for three years and can be renewed for five-year periods.~~

~~"Colleges and universities" means those Virginia based public and private accredited institutions of higher learning approved by the State Council of Higher Education for Virginia. This includes all in-state accredited Virginia public colleges, universities, two-year colleges, and community colleges; and all accredited Virginia private not-for-profit and private for-profit colleges and universities.~~

~~"Competency areas" means the areas of child care in which the CDA candidate must demonstrate competency.~~

~~"Council for Early Childhood Professional Recognition" means the subsidiary of the National Association for the Education of Young Children which is responsible for the issuance of the CDA credential.~~

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"Course" means any class at the foundation level in the areas of child care or child development of children from birth through age twelve taught by Virginia's public or private colleges and universities that has been approved by the Department.

"Department" means the Virginia Department of Social Services.

~~"Evaluation process" means the CDA requirement that the candidate document and demonstrate skill in the above-referenced competency areas while working with young children.~~

~~"Family unit" means persons residing within the same household.~~

~~"Foundation course" means the course CHD 120 taught by the community colleges.~~

~~"Income eligibility" means that applicants meet the current federal or state criteria for eligibility based on income.~~

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~~"Preapproved" means that a candidate for a CDA credential has been approved for award of CDA registration and assessment fees prior to requesting disbursement of funds to the Council for Early Childhood Professional Recognition.~~

~~"Registration and assessment fees" means the amount charged by the Council for Early Childhood Professional Recognition for registration and assessment in the Child Development Associate Credential Program.~~

~~"State-approved program" means licensed child care centers, group family day care homes, and family day care systems, religiously-exempt child care facilities, and family day care homes approved or registered by local social services agencies or community agencies approved by the Department of Social Services.~~

ARTICLE 2.

Basis for Program.

22 VAC 40-690-12. Legal base.

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Section 63.1-25 of the Code of Virginia provides the State Board of Social Services the authority to promulgate this regulation.

Note: The Appropriations Acts of 1996 and 1998, contained in the Virginia Acts of Assembly, require the existence of a college tuition scholarship program in Virginia for child care providers at Virginia's public institutions.

22 VAC 40-690-14. Purpose and intent.

The purpose of the Virginia Child Care Provider Scholarship Program is to provide tuition assistance to child care providers. The intent of the program is to provide child care providers with a foundation in child care and child development. The anticipated benefit of an increased knowledge and skills base of child care providers will be an improved level of care provided to Virginia's children.

Part II.

Administrative Procedures.

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ARTICLE 1.

Application and Selection.

22 VAC 40-690-20. Application process.

A. All persons interested in obtaining a scholarship ~~Scholarship applicants~~ must submit a scholarship application form, ~~available from the Division of Licensing Programs, to the Division of Licensing Programs,~~ the Virginia Department of Social Services.

Note: Applications are available through the Virginia Department of Social Services.

B. A separate application must be ~~filled out~~ submitted for each ~~scholarship award~~ applied for, i.e., for the foundation course, ~~other courses applicable to the career studies certificate program,~~ and the ~~registration and assessment award~~ semester.

C. ~~A Certificate of Income Verification, also available from the Division of Licensing Programs,~~ must be included as part of the first application.

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~~D. Applicants must be domiciled in Virginia and currently working in a child care program which meets the eligibility requirements of the granting agency. Preference will be given to applicants who have worked in a child care setting for at least three months before the course begins.~~

~~E. Applicants must indicate which community college they plan to attend. If the applicant wishes to attend another institution of higher learning, tuition will be paid up to the amount currently charged for the same course in the community college system.~~

~~F. C. Only complete applications, both initial and resubmitted, Applications must be received at least one month prior to by the beginning of a course for full consideration. deadline indicated on the application shall be considered. Applications received after this date may be funded if moneys are available.~~

~~G. Applicants will be notified by telephone of incomplete applications.~~

~~D. Applicants shall verify that the selected courses are being offered by the selected college or university for the applicable semester prior to applying for scholarships.~~

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E. The selection of courses or colleges and universities may not be changed once the scholarship has been awarded unless the selected class is full or has been cancelled.

22 VAC 40-690-30. Selection.

A. Applications will be processed and scholarships awarded in order of date received, ~~with the following exceptions:~~ until all available funds designated for the semester have been obligated or the application deadline has occurred, whichever comes first.

~~1. Preference will be given to persons who wish to take the foundation course (CHD 120);~~

~~2. Preference will be given to persons indicating an intent to obtain the CDA;~~

~~3. To the extent possible, scholarships will be awarded to reflect the general diversity of child care providers considering such factors as rural or urban and~~

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~~profit or nonprofit settings and the various types of child care providers (center-based, family day care, and home visitor); or~~

~~4. To the extent possible after the above three considerations are met, scholarships will be awarded in proportion to the concentration of child day care programs within the geographic areas served by the various community colleges.~~

B. In order for an applicant to be eligible for a scholarship, he must meet all of the following criteria. The applicant must:

1. Be domiciled in Virginia as defined in § 23-7.4 et seq. of the Code of Virginia as determined by the institution's domicile officer or other qualified person;
2. Be employed in or plan to work in a child care program;
3. Select a Department approved course for which he has not previously received scholarship funds; and

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4. Have no more than three occurrences of the following for courses for which the applicant received a Virginia Child Care Provider Scholarship:
 - a. did not register for the course after receiving an award,
 - b. did not complete the course and received a grade of "W" for withdrawal, or
 - c. did not receive a passing grade.

C. An applicant does not have to be enrolled in or have already taken a course in early childhood education or a related major to be eligible for a scholarship.

D. Scholarships will only be awarded if the Department has adequate information to process scholarship requests. The Department must have received final course grades and payment information on courses that have been previously approved for scholarships. In addition, scholarships will be awarded on a conditional basis for those persons who are approved to be currently enrolled in one or more courses paid for by scholarship funds and who are in jeopardy of becoming ineligible to receive a

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scholarship as specified in 22 VAC 40-690-30.B.4. In these instances, the Department will review enrollment and grade information when provided by the institution for the current enrollment period and if the applicant is in compliance with 22 VAC 40-690-30.B.4, the scholarship will be fully awarded.

E. The scholarship will only pay tuition and the technology fee for each course. Public institutions will only be reimbursed at the in-state rates.

F. Applicants shall not receive scholarships for more than two courses per semester.

G. Scholarships shall not be transferred between semesters or individuals.

H. Scholarships are awarded only for courses approved by the Department. The Department will determine whether a course qualifies as a foundation level course in the areas of child care or child development.

I. Recipients may receive a total lifetime award of no more than eight community college courses or their monetary equivalent.

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J. A recipient may use scholarship funds to attend any combination of Virginia community colleges, public two-year colleges, or public or private four-year institutions over time.

K. All applicants will be notified in writing regarding the acceptance or denial of their application.

ARTICLE 2.

Appeals.

22 VAC 40-690-35. Appeal process.

A. Any person denied a scholarship who believes the denial was contrary to law or regulations may request an informal conference, as provided for by Virginia Code § 9-6.14:11, with the designee of the Commissioner, by filing a written Notice of Appeal with the Department within 33 days of the denial letter. The Notice of Appeal must be received by the Department within the 33-day time period. The decision of the informal conference shall constitute a final agency case decision and shall be appealable as

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provided for by the Virginia Code § 9-6.14:15, et seq. The informal conference may be conducted by telephone if both parties consent.

B. No person shall have a right to appeal any denial due to lack of scholarship funds, untimely application, or incomplete application.

ARTICLE 2 3.

Disbursement of Funds. Institutional Agreements.

22 VAC 40-690-40. ~~Community college~~ College and university scholarships agreements.

A. ~~Community colleges or other accredited institutions of higher learning~~ Colleges and universities will be notified in writing when scholarships are awarded to applicants in ~~their regions~~ planning to attend their institutions.

B. ~~When scholarship holders have enrolled and attended the first class, the community college or accredited institution of higher learning may bill the Division of Licensing~~

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Programs for tuition, using an Interagency Transfer or invoice. The Department shall enter into a written agreement with all colleges and universities that ordinarily have five or more students per semester using scholarship funds regarding the operation of the scholarship program. The agreement shall address the areas of, but not limited to, verification of Virginia residency, billing procedures, and provision of final course grades. Specifically, these institutions shall:

(1) only accept a scholarship from a person who is determined to be domiciled in Virginia as defined in § 23-7:4 et seq. of the Code of Virginia;

(2) submit one bill to the Department per institution per semester after the college or university's published add/drop period has occurred. Colleges and universities shall submit a request for payment prior to the end of the semester for which the scholarship was awarded. Such request must be in a Department approved format;
and

(3) provide the Department with final course grades for classes paid for by the scholarship program within one month following the end of each semester.

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~~C. If a scholarship holder withdraws from the class, the community college or accredited institution of higher learning will reimburse the Division of Licensing Programs as provided in college procedures and policies. All other eligible Virginia public and private colleges and universities may enter into an agreement as outlined in 22 VAC 40-690-40.B or place the responsibility on the student to seek reimbursement from the Department.~~

~~22 VAC 40-690-50. CDA registration and assessment scholarship. Repealed.~~

~~A. Two months prior to applying for assessment, the CDA candidate, who must have been preapproved for this scholarship, must notify the Division of Licensing Programs of their intent to be assessed by sending the CDA assessment request form to the Division of Licensing Programs.~~

~~B. Upon the preapproved candidate's notification of intent to be assessed, the division will prepare a check for the full amount of registration and assessment fees and send it to the Council for Early Childhood Professional Recognition with the CDA assessment request form.~~

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ARTICLE 4

Disbursement of Funds.

22 VAC 40-690-55. Disbursements.

Funds will be disbursed to the colleges and universities upon receipt of an Interagency Transfer (IAT) or invoice in accordance with the Commonwealth Accounting Policies and Procedures. In the event that the Department does not have a written agreement with a college or university, the funds will be disbursed to the recipient upon verification of Virginia residency, proof of tuition payment and proof of course enrollment through the end of the college's or university's published add/drop period.

ARTICLE 3 5.

Maintenance of Statistical Information. Accountability.

22 VAC 40-690-60. ~~Wage~~ Gathering and maintaining information.

~~Current hourly wage information will be requested in writing from those individuals successfully obtaining the CDA credential:~~

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1. ~~At the time they request disbursement of funds to the Council for Early Childhood Professional Recognition;~~
2. One year later; and
3. Two years later.

A. The Department will maintain identifying, employment, and educational information on all applicants for a minimum of five years. This information will be obtained from the applications and subsequent information submitted by the colleges or universities or recipients as requested.

~~22 VAC 40-690-70. Additional statistical information. Repealed.~~

B. ~~Other statistical~~ Additional information may be requested of any applicant receiving a scholarship ~~from this program~~ as the Department deems necessary to carry out its accountability functions.

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Article 6.

Recipient Responsibilities.

22 VAC 40-690-65. Recipient responsibilities.

A. A recipient must submit final course grades for classes paid by the Virginia Child Care Scholarship Program to the Department within one month of completion of the course unless the college or university does so.

Note: All colleges and universities are requested to provide final course grades to the Department for the classes paid by the scholarship program as outlined in 22 VAC 40-690-40.B.3. Grades will be used to determine eligibility as outlined in 22 VAC 40-690-30.B.4 of this regulation.

B. By accepting the award, the recipient agrees to participate in any surveys conducted by the Department regarding the scholarship program and comply with any requests for additional information as stated in 22 VAC 40-690-60.

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C. The recipient is responsible for all expenses related to taking the courses with the exception of the amount of the award which only pays for tuition and the technology fee. Awards will pay for the entire amount of the in-state tuition rate and technology fee at the community colleges. Recipients who attend other types of institutions may be required to pay a portion of their tuition and technology fees for the amount that exceeds the total lifetime award. Additional expenses for all recipients include, but are not limited to, other college or university fees, books, transportation, and child care.

FORMS

Virginia Child Care Provider Scholarship Program Application Form.

~~Virginia Child Care Provider Scholarship Program Certificate of Income.~~

I certify that this regulation is full, true, and correctly dated.

(Signature of Certifying Official)
Sonia Rivero, Acting Commissioner
Virginia Department of Social Services

Date: _____