

## El Dorado County CARES Program **POLICY ISSUE: Make up Courses**

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### **The Question:**

*Can a provider that did not complete the required coursework with a passing grade during the program year, retake the course and, upon receiving a passing grade, apply for the withheld stipend payment?*

### **Current Policy:**

Current program requirements state that CARES Providers are required to complete at least 6 semester units of course work each program year demonstrating progress on the Child Development Permit Matrix with a grade of C or better while providing early care and education services for children birth through age five in El Dorado County to receive their stipend payment.

### **The Issue:**

A Provider failed to complete 6 units of course work with a passing grade of "C" or better during the program year. There was no contact between the program administrator, the advisor and the provider to discuss the provider's intention to retake the course and no funds were allocated for "makeup" payments in future contract years. Financial reports were completed and the unexpended stipend funds were rolled into the next program/contract year. Total enrollment for the next program year was based upon these program budget figures.

### **Options for Consideration:**

#### **Support existing program policy: Providers must complete at least 6 semester units of course work each program year.**

Current program policy requires providers to complete the 6 required units during the program year. The 2001-2003 CARES contract ended June 30, 2003. No funds were allocated for "make up" payment of stipend reimbursements in the new contract year. All required state and local reports were submitted with closing contract data.

#### **Amend existing program policy: Allow Providers that retake courses to apply for stipend not issued in previous program years.**

Providers failing to successfully complete courses have the opportunity to "make up" the required units. Thereby allowing providers to demonstrate progress in continuing education and gain core course work in the Early Childhood Education or Child Development fields and receive the stipend for their continuing effort.

### **Recommendation: Support existing program policy**

#### **Do not allow stipends to be made up in different program/contract years.**

Current program requirements state that CARES Providers are required to complete at least 6 semester units of course work each program year demonstrating progress on the Child Development Permit Matrix with a grade of C or better while providing early care and education services for children birth through age five in El Dorado County to receive their stipend payment

### **Current Policy Approved by the El Dorado County Child Care and Development Planning Council on February 18, 2004:**

#### **Resolution: Support existing program policy**

Participant must demonstrate successful completion of 6 semester units of course work each program year that provides progress on the Child Development Permit Matrix with a grade of C or better. Providers will not be eligible to apply for a stipend payment for retaking course work outside of the current program year.