

Big Sandy Area Community Action Program
Head Start
Literacy & Career Development Assistance
For
Parents

Primary and Secondary Caregivers may request financial assistance with:

- One (1) college course per semester, up to the current cost of tuition and fees for a three (3) credit undergraduate course at Morehead State University;
- One (1) technical course, such as CNA, Phlebotomy, CDL etc., per year, up to \$750.00;
- Babysitting fees and mileage for GED classes and exams. Assistance for eye exams or glasses up to \$250.00 if glasses are needed to take GED classes or exams. Testing fees for GED retake exams.

College or Technical Coursework Requests:

For assistance with college or technical coursework, a *Parent Career Development Request* form must be submitted to the Head Start Grantee Office.

The form must be approved and signed by the Delegate Director of the Head Start Program before it is submitted to the Grantee Office.

GED/Literacy Requests:

For assistance with GED/Literacy classes, a *GED/Literacy Effort Request* form must be submitted to the Head Start Grantee Office.

The form must be approved and signed by the Delegate Director of the Head Start Program before it is submitted to the Grantee Office.

Once the request is approved by the BSACAP Agency/ Head Start Grantee Office, financial assistance will be effective the date the form is signed as being received by the Delegate Office. Assistance will not be provided for expenses acquired prior to that date.

To receive reimbursement for mileage to and from GED/Literacy classes and exams, a *Class Attendance Mileage Voucher* form must be submitted to the Grantee Office. The form must be initialed by the class instructor or exam proctor each day for which mileage is being claimed.

To receive reimbursement for babysitting services, a *Reimbursement Request For Babysitting Services* form must be submitted to the Grantee Office. The form must be signed by the person providing the babysitting services, as well as the parent.

Forms and additional information may be obtained by contacting the local Head Start Program Office or the BSACAP Head Start Grantee Office.

Forms may also be printed from the Parent Literacy & Career Development Page or the Forms Page of our BSACAP Head Start website.

<http://www.bsacapheadstart.com/literacy.html> or <http://www.bsacapheadstart.com/forms.html>

Head Start Program Contact Information

Floyd County Head Start
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Johnson County Head Start
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Magoffin County Head Start
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Martin County Head Start
Michelle Harless, Delegate Director
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Model City Head Start
Brittany Chaney, Site Supervisor
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Paintsville City Head Start
Bryan Auxier, Delegate Director
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Pike County Head Start
Patricia Collins, Delegate Director
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BSACAP Head Start Grantee Office
Tracy Jenkins, Grantee Director
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606-789-1600
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