

STATE OF NEW HAMPSHIRE BDS RELEASE OF POLICY	
PR NUMBER:	
FROM:	Christine Santaniello, DLTSS Director
OFFICE OF:	Bureau of Developmental Services
SIGNATURE	
SIGNATURE DATE:	May 31, 2018
SUBJECT:	Continuing Education
TO:	BDS Staff, Donna Walker, DHHS Finance/BDS, Area Agency Executive Directors, Area Agency Training Staff, Area Agency Business Managers, CSNI Training Collaborative, and PPN.
EFFECTIVE DATE:	July 1, 2018

Background/Summary

For many years, the Bureau of Developmental Services (BDS) has offered scholarship assistance through the Community College System of New Hampshire. This has been a valuable resource for the employees that have accessed this funding stream; participation has been relatively low.

In an effort to support the efforts that agencies may have in place, Area Agency and Provider Agencies, and as an effort to support existing workforce, BDS has decided to expand this program to have greater impact.

Effective July 1, 2018, this program will be expanded to offer scholarship assistance to any accredited college or university for the pursuit of a degree (Associates, Bachelors, Masters, Doctorate) or advanced certification that supports the mission and values of the community-based developmental services system.

As with the current Community College Scholarship, all funds will be distributed through the Area Agencies and be administered as a reimbursement. To be eligible for reimbursement, an employee must provide proof of completion of the course with a minimum of a C grade for associates or bachelor and a B grade for masters of higher.

Implementation

Using the attached form, the employee shall outline his/her educational plan. This shall be reviewed and approved by the Area Agency and submitted to BDS, through the Regional Liaison, prior to the start the class/semester.

Upon receipt of the request, and upon Liaison approval, the Liaison shall forward the request to the BDS Training Coordinator for approval.

Initial approval shall be based on the following, but not limited to:

- Impact on the agency and community developmental service system;
- Relevance of course work/plan of study;
- Other resources available to assist the employee (agency match, personal resources, scholarships, etc.); and
- Funding available.

Once approved or denied by BDS, the BDS Liaison will notify the Area Agency, in writing, of such approval. The Area Agency will be responsible to communicate with the employee and provider agency of the decision.

Upon completion of the course, the Area Agency shall request reimbursement from BDS, via the BDS Liaison, for the approved reimbursement amount. Included with the reimbursement request agreed upon amount, the Area Agency shall include proof of completion of the course and final course grade.

If you have any questions, please contact Jan Skoby, BDS Training Coordinator, 271-5061 or jan.skoby@dhhs.nh.gov.

Training

There will not be any training provided for this process.

Distribution

BDS will post this information on its website and distribute this broadly via email. BDS requests that Area Agencies and Provider Agencies distribute this information widely within their organizations.