

ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
DDS DIRECTOR'S OFFICE POLICY MANUAL

Policy Type	Subject of Policy	Policy No.
Administrative	Educational Assistance	1062

1. Purpose. This policy has been prepared to establish the procedures to be used within the Division of Developmental Disabilities Services for applying for educational assistance in accordance with DHS Policy 1048.
2. Scope. This policy applies to all DDS employees. A copy of this policy will be given to every DDS employee and will be made a part of new employee orientation.
3. DHS Policy. DHS Policy 1048 outlines the Educational Leave and Assistance Program applicable to all regular status employees of DHS and is supplemented by the Educational Leave and Assistance Procedure (ELAP) (Ref memo dated January 17, 1989; RE: Educational Leave and Assistance Procedure), DHS Policy specifies three types of educational assistance available to DHS employees and the employee obligation for those who avail themselves of this program. The ELAP provides general guidelines and parameters for application preparation and eligibility and selection criteria.
4. DDS Internal Procedures for Educational Assistance.
 - A. DDS employees desiring to utilize the Educational Assistance Program will first contact their immediate supervisor to discuss if the employee meets the fundamental criteria for the type of educational assistance desired and the Division's short and long term employment needs and courses relevant to present/future jobs.
 - B. The supervisor will either have on hand or obtain the necessary DHS forms 1188 and/or 1189 to give the employee for completion.
 - C. The employee will prepare the necessary application and submit it to his/her supervisor with all the required documentation. The supervisor will prepare an approval/denial memorandum and forward along with the educational assistance application through the supervisory chain to the DDS Director.

Supervisors other than the immediate supervisors have the option of making additional comments that would assist the DDS Director or the DHS Educational Leave Committee in rendering a decision.

Replacement Notation: This Policy replaces DDS Deputy Director's Office Policy Number 1062 dated January 17, 1989.

Effective Date: March 15, 1993

Sheet 1 of 2

References: DHS Policy #1048, dated October 8, 1990
Education Leave and Assistance Procedures

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- D. Any recommendation for denial of a request for educational assistance will be fully justified and supporting documentation attached to the request within the limits of confidentiality (i.e., conduct/disciplinary issues). Applications denied at any level prior to the DDS Director, will be forwarded to the DDS Director and then to the Educational Leave Coordinator, Division of Management Services with a copy of the denial and all attachments.
- E. The DDS Director will take action on Educational Assistance requests for tuition, books, and/or other fees. All full-time or part-time educational leave requests will be forwarded to the Educational Leave Coordinator, Division of Management Services.
- F. The DDS Director will notify the employee and his/her supervisor by letter of educational assistance request(s) approved or denied. The DHS Director will notify the employee of full-time or part-time educational assistance approval/denial.

5. Employee Obligation

- A. Employees approved for full-time educational leave will be required to sign a contract to repay the Division of DDS at the rate of two months employment for every month of educational leave. Repayment will begin upon graduation.
- B. Employees that have utilized part-time educational leave will incur a contractual obligation of extended employment at the rate of double the number of work hours of part-time educational leave granted.
- C. Under the Educational Assistance Program for tuition, books and other educational expenses, the applicant will reimburse the State for those courses not passed or completed. Applications from employees who have dropped a course under the Educational Assistance Program will not be reconsidered unless there are extenuating circumstances that can be documented, e.g., employee is hospitalized for emergency reasons during the course.

