

KENTUCKY HIGHER EDUCATION ASSISTANCE AUTHORITY
Division of Student and Administrative Services
(Amendment)

11 KAR 16:010. Early Childhood Development Scholarship Program applicant selection process.

RELATES TO: KRS 164.518

STATUTORY AUTHORITY: KRS 164.518(3), 164.748(4)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 164.518(3) requires the authority to promulgate administrative regulations for administration of the Early Childhood Development Scholarship Program. This administrative regulation establishes the applicant selection process for the Early Childhood Development Scholarship Program.

Section 1. Eligibility of Applicants.

(1) Initial eligibility. To qualify for an Early Childhood Development Scholarship, an applicant shall:

(a) Be:

1. A citizen, national, or permanent resident of the United States;
2. A Kentucky resident as determined by the participating educational institution in accordance with criteria established in 13 KAR Chapter 2 by the Council on Postsecondary Education for the purposes of admission and tuition assessment;
3. A high school graduate or a General Educational Development (GED) recipient;
4. Unless the applicant is seeking scholarship renewal and has registered for a capstone semester:
 - a. Employed at least twenty (20) hours per week in a participating early childhood facility;
 - b. Employed to provide training at least twelve (12) times per year in early childhood development by a participating early childhood facility approved by the Office of Inspector General of the Cabinet for Health and Family Services to offer the training; or
 - c. Employed at least twenty (20) hours per week, providing direct instruction to children as a preschool associate teacher or as a teaching assistant in a public preschool program by a participating early childhood facility;
5. Enrolled in the scholarship program curriculum at a participating educational institution;
6. Pursuing an ECAC-approved:
 - a. Early childhood credential;
 - b. Associate degree;
 - c. Bachelor's degree; or
 - d. Master's degree.
7. Ineligible to receive professional development funds from another education program; and
8. Maintaining satisfactory academic progress as determined by the participating institution;

(b) Satisfy all financial obligations to the authority under any program administered by the authority pursuant to KRS 164.740 to 164.785, except that ineligibility for this reason may be waived by the executive director of the authority, at the recommendation of a designated staff review committee, for cause; and

(c) Not be:

1. In default on any loan under Title IV of the federal act, codified as 20 U.S.C. 1070 to 1099, unless eligibility has been reinstated;

2. Liable for any amounts that exceed annual or aggregate limits on any loan under Title IV of the federal act, codified as 20 U.S.C. 1070 to 1099; and
 3. Liable for overpayment of any grant or loan under Title IV of the federal act, codified as 20 U.S.C. 1070 to 1099.
- (2) Renewal eligibility. Persons seeking additional early childhood development scholarships shall:
- (a) Meet the eligibility requirements of subsection (1) of this section; and
 - (b) Be making satisfactory academic progress toward the completion of the ECAC-approved early childhood credential as determined by the participating institution.
- (3) Appeal of determination.
- (a) A student denied a scholarship for a reason other than lack of funds may appeal the determination by the ECAC.
 - (b) A student shall submit a written statement of appeal to the ECAC within fifteen (15) calendar days after the date of notification of denial.
 - (c) If a student appeals a scholarship denial, the ECAC shall ensure that:
 1. A hearing officer or committee appointed by ECAC shall consider the student's appeal and make a decision on the issues involved; and
 2. The student's due process rights, including the right to present information in support of his claim of eligibility and the right to be represented by legal counsel, are protected.
- (4) Commitment of service. A scholarship applicant shall commit that he or she shall subsequently render service:
- (a) For six (6) months at a participating early childhood facility upon obtaining the child development associate certificate, paid for in part by a scholarship;
 - (b) For one (1) year at a participating early childhood facility upon obtaining the early childhood credential of an associate degree or the Kentucky Early Childhood Development Director's Certificate, paid for in part by a scholarship; or
 - (c) For six (6) months at a participating early childhood facility and one (1) additional year at an early childhood facility located in Kentucky upon obtaining the early childhood credential of a baccalaureate degree, paid for in part by a scholarship.

Section 2. Application.

- (1) Prior to the beginning of each academic term, a person seeking an early childhood development scholarship shall obtain an Early Childhood Development Scholarship Application set forth in 11 KAR 4:080, Section 1(4)(b), from the KHEAA Web site, http://www.kheaa.com/prog_ecds.html. The applicant shall complete the online application.
- (2) The applicant shall:
 - (a) Print the employer verification page from the completed application;
 - (b) Have this page certified by an authorized representative of the participating early childhood facility; and
 - (c) Submit the certified page to the professional development counselor on or before:
 1. July 15, or the next regular business day if July 15 falls on a weekend or holiday, preceding the fall academic term for which the scholarship is requested;
 2. November 15, or the next regular business day if November 15 falls on a weekend or holiday, preceding the spring academic term for which the scholarship is requested; or
 3. April 15, or the next regular business day if April 15 falls on a weekend or holiday, preceding the summer academic term for which the scholarship is requested.
- (3) The applicant shall also complete and submit to the United States Department of Education the Free Application for Federal Student Aid ("FAFSA") set forth in 11 KAR

4:080, Section 1(4)(a). This application shall be completed either in paper format or electronically via the Internet.

Section 3. Selection Process.

- (1) The professional development counselor shall verify the application information and determine the eligibility of the applicant.
- (2) The professional development counselor shall recommend scholarship awards for eligible applicants in the following order until funds are depleted:
 - (a) First, scholarships shall be awarded to eligible renewal applicants, ranked in order of the date and time the application is submitted.
 - (b) Next, scholarships shall be awarded to eligible new applicants, ranked in order of the date and time the application is received by the professional development counselor.
- (3) The professional development counselor shall forward to the ECAC the applications of those persons recommended to receive a scholarship and ensure that the applications are received by the ECAC no later than:
 - (a) July 22, or the next regular business day if July 22 falls on a weekend or holiday, preceding the fall academic term for which the scholarship is requested;
 - (b) November 22, or the next regular business day if November 22 falls on a weekend or holiday, preceding the spring academic term for which the scholarship is requested;
 - or
 - (c) April 22, or the next regular business day if April 22 falls on a weekend or holiday, preceding the summer academic term for which the scholarship is requested.
- (4) The employer signature page shall be received by the ECAC no later than August 1, December 1, and May 1 of the appropriate semester.
- (5) ECAC shall certify the eligibility determination of approved applicants.

Section 4.

- (1) Award amount. The scholarship amount awarded to an eligible applicant for an academic term shall be the amount of tuition actually charged for the academic term by the participating educational institution that the scholarship recipient will be attending based on the recipient's enrollment status, but shall not exceed the maximum award amount.
 - (2) Award maximum. The maximum scholarship amount awarded to an eligible applicant for an award year shall be up to the tuition and mandatory fees at the participating institution in which the recipient is enrolled for the number of hours enrolled not to exceed the undergraduate tuition and mandatory fees at the highest priced in-state public participating institution. .
- (27 Ky.R. 1365; 1822; 2110; eff. 2-5-2001; 3318; 28 Ky.R. 414; 551; eff. 9-5-2001; 30 Ky.R. 1578; 2010; eff. 3-18-2004; 32 Ky.R. 1312; 1606; eff. 3-31-2006; 33 Ky.R. 185; 715; eff. 10-6-2006; 3232; 3592; eff. 7-6-2007; 34 Ky.R. 1773; 2079; eff. 4-4-2008; 40 Ky.R. 90; eff. 9-9-2013; Crt eff. 9-28-2018; 48 Ky.R. 1205; eff. 4-5-2022.)

WES CORNETT, Chair

APPROVED BY AGENCY: August 26, 2021

FILED WITH LRC: September 14, 2021 at 12:13 p.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation shall be held on Tuesday, November 23, 2021, at 10:00 a.m. Eastern Time at 100 Airport Road, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing by 5 workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be canceled. This hearing is open to the public. Any person

who wishes to be heard will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through November 30, 2021. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Hon. Diana L. Barber, General Counsel, Kentucky Higher Education Assistance Authority, P.O. Box 798, Frankfort, Kentucky 40602-0798, phone (502) 696-7298, fax (502) 696-7293, email dbarber@kheaa.com.