

# Training Development Plan



Child Development Division (CDD) Subsidy Program  
Department for Children and Families (DCF)  
Vermont Agency of Human Services (AHS)

Child Development Division  
103 South Main Street, A Building  
Waterbury, VT 05671-5500  
1.802.241.3694

**Definition:** Any activity which, in the opinion of the Commissioner or her/his designee, is likely to lead to employment within one year of completion of training or which is required to maintain employment.

**POLICY CLARIFICATION:** Individuals with a Bachelor's Degree or above with a service need of training, will not be eligible for services.

Primary Caretaker \_\_\_\_\_ Phone \_\_\_\_\_

**PLEASE NOTE:** If you are in a training program and you are receiving a TANF grant you must contact your Reach Up case manager. If you are not eligible for Reach Up please attach a copy of the denial document from your Reach Up case manager.

**Please complete the following questions as instructed.  
Complete ONLY those sections which apply to your situation**

**1)** The highest grade completed in school (circle one)

High School: 9 10 11 12

Post Secondary/College: 13 14 15 16

Technical College Number of years \_\_\_\_\_

**2)** I hold a(n) ☐ Associate ☐ Bachelor degree(s) in \_\_\_\_\_

**3)** I have begun a degree program \_\_\_\_\_  
(college/university/technical school)

Date I began working on my degree \_\_\_\_\_

**4)** I have attached my transcripts showing successful completion of all prior course work. Successful completion is defined as a 2.0 grade point average or a majority of passed courses if they are graded as pass/fail courses.

**5)** Projected date of completion of degree \_\_\_\_\_

Steps I need to take to complete my degree include \_\_\_\_\_

**6)** I am involved in an alternative training program. I would like to request that my training program be approved under CDD regulations and or policies as an approved training program. ☐ Yes ☐ No

**7)** If yes, attach a written description of your plan for training. This plan must include: beginning and end dates; specific training activities; written documentation related to your training (for example, an acceptance letter into the program you are attending).