

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**

**Subpart: A- Eligibility, Recruitment, Selection, Enrollment, and Attendance**

**Section: 1302.12 Determining, Verifying, and Documenting Eligibility**

**Subject: Application of Staff Child**

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**Policy**

Children of staff will follow the same guidelines for enrollment set forth in the performance standards as other children applying for enrollment.

**Procedure**

1. Staff submitting a Head Start application for their child will provide the following:
  - a. Proof of Income for household. If married, must also submit spouse's income- if joint tax return is filed – this will be acceptable proof of income.
  - b. Proof of residency re: utility bill, insurance bill etc.
  - c. Proof of marital / family status. If separated, the parent of the child must submit a notarized document with proof of residency for the other parent.
  - d. Staff who is seeking an application for a child other than their biological child will submit legal custodial document for said child and submit family income as set forth in the guidelines of Performance Standards.
2. There is no priority given to the children of staff in regard to application or enrollment.
3. Staff's child will need to meet the same criteria and selection process as all other children.