

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

Part: 1302 Program Operations

Subpart: I-Human Resources Management

Section: 1302.90 Personnel Policies

Subject: Background Checks and Selection Procedure (Five-year rescreening)

Policy:

Tri-County Community Council, Inc. Head Start/Early Head Start will require all employees to be rescreened every five years with a level 2 background check.

Procedure:

1. Tri-County's HR Director or Personnel Technician will inform supervisors when it is time for the employee to have their five-year screening completed.
2. The employee will set up a time to go to the Bonifay administration office to be fingerprinted.
3. Once the employee has been fingerprinted, the HR Director or Personnel Technician will have the employee sign an Affidavit of Good Moral Character.
4. All paperwork will be submitted through the Clearinghouse. Results will be submitted to Tri-County Community Council, Inc. typically within one week confirming the applicant is clear to continue to work in their position.
5. Once paperwork is received the HR Director or Personnel Technician will send to the proper center the paperwork that needs to be filed in the employee's file.