

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: Consequences for Intentional Violation of Eligibility Determination Regulations

Policy:

There will be consequences for an employee of Tri-County Community Council, Inc. Head Start/Early Head Start or participant that intentionally provides false documentation for a child or pregnant woman to be eligible to enter the program.

Procedure:

1. If there is suspicion that an employee or participant may have provided false documentation there will be an investigation into the information provided and into the circumstances that brought it to light.
2. The information will be reviewed by the executive director, director, and family service coordinator.
3. If it is determined that the employee did intentionally provide false documentation for a family to be accepted into the program that employee will be terminated.
4. If it is determined that a participant did intentionally provide false documentation for their child or for a pregnant woman to be accepted into the program that child or pregnant women will be dropped from the program.