

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: Contracted Services

Policy:

It is the policy of Tri-County Community Council, Inc. Head Start/Early Head Start to ensure agencies that provide contracted/agreement services are qualified and reputable.

Procedure:

1. Each agency providing services will negotiate a contract/agreement annually with Head Start/Early Head Start.
2. Employees of the agency providing the service will be qualified (according to state regulations) to provide the service.
3. Employees of the agency providing the service will have at least a level 2 background check to work with or around our children.
4. Each agency, upon request, will provide Head Start/Early Head Start with documentation to prove that their employees are qualified to provide the service requested as well as at least a level 2 background check.
5. If the Tri-County Community Council continues to contract or have an agreement with an agency that sends the same employee to provide services for five years an updated level 2 background check will be required on that employee.