

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: Eligibility Training

Policy

The program will conduct regular trainings with staff who are responsible for the determination of family's eligibility statuses, as well as with the governing body and the policy council to ensure a working knowledge of the eligibility requirements outlined in the Head Start Program Performance Standards.

Procedure

1. Program must train management and staff members who make eligibility determinations within 90 days of hiring new staff.
2. Training for the governing body, as well as for policy council, will be conducted within 180 days of the beginning of a new term.
3. The program will provide annual trainings for staff who make regular determinations regarding a family's eligibility.
4. The provided trainings must include, at a minimum:
 - a. Methods on how to collect complete and accurate eligibility information from families and third-party sources.
 - b. Strategies for treating families with dignity and respect.
 - c. Strategies for dealing with possible issues of domestic violence, stigma, and privacy.
 - d. An explanation of program policies and procedures that describe actions taken against staff, families, or participants who intentionally provide false information.
5. The program will maintain ongoing records of all trainings required by this policy.