

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

Parts: 1301 Program Governance & 1302 Program Operations

Subparts: A-Eligibility, Recruitment, Selection, Enrollment and Attendance
I-Human Resources Management

Sections: 1301.5 Training; 1302.12 Determining, verifying, and documenting eligibility; 1302.92 Training and professional development

Subject: Eligibility Training

Policy:

Tri-County Community Council Head Start/Early Head Start program will provide eligibility training for all staff, management, Policy Council, and Board of Directors.

Procedure:

1. Eligibility training will include
 - (a) How income documentation is collected and determined to be accurate
 - (b) How income is calculated
 - (c) Determining a child is eligible
 - (d) Treatment of families
 - (e) Policy & procedures for action taken against anyone that intentionally provides false information.
2. Management staff and all other staff will receive training annually during pre-service. Staff that are hired after pre-service will receive training during their Head Start orientation.
3. Policy Council and Board of Director members will receive eligibility training in October and April for Policy Council and October and May for the Board of Directors.