

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

Part: 1302 Program Operations
Subpart: J-Program Management and Quality Improvement
Section: 1302.101 Management System
Subject: Incoming mail

Policy:

Each site is responsible for its own mail.

Procedure:

1. Incoming mail is received in the Administrative Office, where it is opened and stamped with the date received.
2. The contents of each envelope are clipped together and forwarded to the appropriate programs.
3. Programs receptacles are located in the Administrative Manager's Office.
4. Authorized personnel may pick up his/her program's mail from the receptacle.
5. The mail will be delivered to the employee assigned to distribute mail within that program.
6. The employee responsible for distribution of mail within the program then separates the mail and forwards it to the appropriate employees.
7. TCCC (grantee) and/or Head Start administrative office addresses are used for all official mail.