

**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:** Memos

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**Policy:**

To ensure that current information is distributed in a timely basis, memos may be written and distributed to staff.

**Procedure:**

1. Memos will include the date, name of person sending memo, and name of person/persons to receive memo.
2. Memos may be placed in staff mailboxes, faxed, emailed, or mailed.