

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: Service Provider Credentials

Policy:

Service provider will present proof of credentials.

Procedure:

1. Service providers will be provided a brief orientation about Head Start/Early Head Start.
2. Service providers will provide proof of credentials and will sign all required forms (ex: Code of Conduct, Statement of Confidentiality, etc) at each Head Start Center where they will be serving children.
3. Credentials will include: Photo, Business Name, Address, and Phone number.
4. Credentials will be kept on file at the Head Start center with a copy sent to the Family Service/Mental Health Coordinator.
5. All credentials must be of the person representing the service provider. If substitution is made for the regular visitor to the center, the same credentials stated above must be submitted before person has access to the children.
6. A person will be refused access to the children if credentials are not provided.
7. If service provider is denied access to the children due to lack of credentials, the name of the person, a description of the person and name and contact number of service agency should be obtained. The Family Service/Mental Health Coordinator must be notified immediately of any denied access.