

Approved by Policy Council: 5/19/2015

Approved by Board of Directors: 3/31/2015

**HEAD START COMMUNITY PROGRAM OF MORRIS COUNTY, INC.
POLICY FOR COMPLIANCE WITH
ELIGIBILITY DETERMINATION REGULATIONS**

The Head Start Community Program of Morris County, Inc. provides training for governing bodies, administration and staff on applicable Federal regulations and program policies and procedures regarding eligibility for Head Start and Early Head Start services. Management and staff involved in eligibility determinations are trained within 90 days of hiring. In addition to initial training, annual review of regulatory updates and program procedures is provided. Training is provided for all members of the Board of Directors and Policy Council members within 180 days of beginning of service term. Intentional violation of Federal and program eligibility determination regulations by employees of Head Start Community Program of Morris County, Inc. is grounds for immediate termination of employment.

Head Start's culturally and linguistically competent staff respect families' circumstances and confidentiality during all phases of the eligibility screening and intake process. Families and participants are also informed by Head Start staff that misrepresentation of information or falsification of documents may void eligibility for services.