

**HEAD START PROCEDURES FOR:
Staff Qualifications- Family Service Workers
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 Scope: This describes the process for ensuring that all Head Start Family Service Workers have a credential or certification in social work, human services, family services, counseling or a related field within 18 months of hire. 1302.91(e)(7), Sec 648A(c)

2.0 Responsibility:

- 2.1 Head Start Director
- 2.2 ESC Management Staff

3.0 Resources:

- 3.1 Employee File
- 3.2 myHeadStart GoEngage
- 3.3 Transcripts
- 3.3 Copies of Family Service Credential

4.0 Procedures:

- 4.1 To ensure that we recruit and hire highly qualified and highly trained individuals to be Head Start Family Service Workers and to maintain this we will do the following:
 - 4.1.1 All candidates will have at least a high school diploma or GED and have passed the criminal record checks outlined in P & P 1302.90(b)(1)(i)(ii).
 - 4.1.2 Family Service Workers will complete a credential or certification in social work, human services, family services, counseling or a related field. Family Services Workers will receive training on the Family Service Credentialing.
 - 4.1.3 Family Service Workers must provide the grantee with a copy of the certificate they receive.
 - 4.14 Family Service Workers will receive training and side by side coaching from a consultant in a related field (e.g., social work, mental health) or equivalent coursework.

5.0 Associated Documents:

- 5.1 Employee File
- 5.2 Personnel Master Staff Tracking Form
- 5.3 Teaching Certificate
- 5.4 Transcripts
- 5.5 Family Service Credential

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6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Staff personnel files	Print	CYL Office	7 years	Shredded	CYL Office, locked cabinets

7.0 Monitoring:

7.1

8.0 Revision History:

Date:	Revision#	Description of Revision
7-2018	Created	
6-2019	3.3	Changed "PROMIS" to myHeadStart
9-30-2019	3.1	Deleted: Employee File Tracking Form
	3.4	Deleted: Personnel Master Staff Tracking Form
	4.1.2	Deleted: Positions will be advertised stating that candidates must have a credential or certification in social work, human services, family services, counseling or a related field within 18 months of hire.
9-30-2019	4.1.3	Deleted: If we are not able to hire someone with these qualifications, Family Service Workers may be hired on a probationary basis, with the understanding that they will complete the Family Service Credential within 18 months

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9-30-2019	4.1.4	<p>Changed “the Portage Project’s Core Values modules. This is accomplished through 63 hours of class time with 15 written assignments and a final presentation as part of their portfolio requirements” To: a credential or certification in social work, human services, family services, counseling or a related field.</p> <p>Change”Candidates”to Family Service Workers</p>
10-2-2019	4.1.4	Deleted: Probationary
12-2-2019	4.1.2	Deleted Portage Project
4/29/2022		Reviewed
12/2022	3.0, 3.2	Remove “myHeadStart” replace with “GoEngage”
12/2022	5.0, 5.2	Remove “Personnel Master Staff Tracking Form”