

**HEAD START PROCEDURES FOR:
VIOLATING ELIGIBILITY DETERMINATION REGULATIONS
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 Scope: Performance Standard 1302.12 (l) – Procedure for violating eligibility determination regulations

2.0 Responsibility:

- 2.1 Head Start Director
- 2.2 Board of Directors
- 2.3 Policy Council
- 2.4 ESC/ISD Head Start Staff

3.0 Resources:

- 3.1 Head Start Performance Standard- Final Rule for Head Start and Early Head Start Eligibility

4.0 Procedures:

- 4.1 Head Start staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start or Head Start services will be reported to their immediate supervisors/administrators who will determine appropriate course of action.
- 4.2 The course of action will be kept in the employee’s file.

5.0 Associated documents:

- 5.1. 1302.12 (l) Policy and Procedure Acknowledgement receipt

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Receipt	Print	Human Resources	7 years	Shredded	Back-up
			Same	Same	Same

7.0 Monitoring:

- 7.1 Human Resources

8.0 Revision History:

Date:	Revision#	Description of Revision
6-2016		Reviewed
.1-2017	Title	Changed from 1304.4 (m) to 1302.12(l)
1-2017	5.0	Changed from 1304.4 (m) to 1302.12(l)
5-2018		Reviewed
6-2019		Reviewed

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12-2020		Reviewed
4-2022		Reviewed
12/2022		Reviewed