

**HEAD START PROCEDURES FOR:
Human Resources
COMPONENT: CENTER FOR YOUNG LEARNERS**

.0 Scope: Performance Standard 1302.90(b)(1)(i)(ii) and Head Start Act Sec 648A(g)(3) Background Checks

2.0 Responsibility:

- 2.1 Head Start Director
- 2.2 Grantee/Delegate Staff
- 2.3 myheadstart GoEngage Support

3.0 Resources:

- 3.1 Criminal Record Check Form
- 3.2 Employee File Tracking Form
- 3.3 Employment Agreement
- 3.4 Notification to Independent School District (ISD)
- 3.5 Employee File
- 3.6 myHeadStart GoEngage

4.0 Procedures:

- 4.1 To insure that a Criminal Records Check (CRC) is completed before hiring the following procedures will be followed:
 - 4.1.1 interview committee will consist of applicant, ISD Staff, Grantee Representative(s)/Delegate Representative(s), and/or Head Start Parent
 - 4.1.2 all applicants must meet the certification requirements for the position for which they are being interviewed (AA, CDA, CDA Equivalent, or BA degree) as required for their specific position
 - 4.1.3 during the interview, applicants will be required to sign the “Criminal Records Check Form” allowing the Grantee/Delegate to conduct a Criminal Records Check on the applicant
 - 4.1.3.1 Grantee/Delegate will conduct a background check through Texas DPS and the National Sex Offender Registry for Head Start.
 - 4.1.3.2 Results of the CRC will then be attached to the applicant’s “Criminal Records Check Form” and placed in the applicant's file for permanent filing should they be hired. If applicant is not hired, all documents are shredded
 - 4.1.3.3 Grantee/Delegate will then notify the ISD whether the applicant meets all requirements and if they can be considered a viable applicant
 - 4.1.3.4 Grantee/Delegate will obtain in writing from the ISD’s when they have conducted their background check that includes Texas DPS, Central Registry, and FBI Fingerprints.

<p>HEAD START PROCEDURES FOR: Human Resources COMPONENT: CENTER FOR YOUNG LEARNERS</p>

4.1.4 during the interview the applicant will sign the “Employment Agreement” which contains:

4.1.4.1 Pertinent Head Start documents that the applicant must provide if hired (Health Statement, Head Start forms (Application, Employment Agreement, Job Description, Notification of New Position, College transcripts, and certifications, Adult/Infant/Child CPR/AED/First Aid certification, Child Abuse Training, etc.)

4.1.4.2 The applicant is not considered to be a Head Start employee regardless of ISD contract until all the requirements of the “Employment Agreement” are met.

4.2 For Early Head Start an additional CRC will be completed through Child Care Licensing (CCL) for all applicants, substitutes, and volunteers.

4.2.1 Grantee/Delegate will conduct a background check through Texas DPS for Early Head Start. Early Head Start will also have a background check through Child Care Licensing that includes: Texas DPS check, Central Registry, and FBI Fingerprints.

4.2.2 Once the applicant, substitute, and volunteer have cleared through CCL, then they can continue through the hiring process.

4.2.3 if a “match letter” comes back on an applicant requesting a Risk Evaluation, then grantee/delegate staff will determine if this applicant should move forward in the hiring process and a Risk Evaluation will be conducted

4.2.4 If a “match letter” comes back on a substitute and/or a volunteer requesting a Risk Evaluation, then the grantee/delegate staff will contact the Early Head Start Licensing Director. Grantee/Delegate staff will inform the Director that this person is not eligible to substitute and/or volunteer in the program

5.0 Associated Documents:

- 5.1 Employee File
- 5.2 Criminal Records Check with attached findings
- 5.3 Employment Agreement
- 5.4 ISD Application if available
- 5.5 Head Start forms as required
- 5.6 Copy of certifications and transcripts

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
----------------	--------	---------	-----------	-------------	------------

**HEAD START PROCEDURES FOR:
Human Resources
COMPONENT: CENTER FOR YOUNG LEARNERS**

Staff personnel files	Print	CYL Office	7 years	Shredded	CYL Office
-----------------------	-------	------------	---------	----------	------------

7.0 Monitoring:

- 7.1 New Applicant File Folder check off list
- 7.2 Check off list monitoring of New Employee files sign off
- 7.3 Annual monitor by ESC Staff – sign off in Employee files once applicant becomes an employee with Grantee/Delegate
- 7.4 myHeadStart Web-based tracking system electronic employee records tracking
- 7.5 Master Staff Tracking Form kept by Personnel Committee

8.0 Revision History:

Date:	Revision#	Description of Revision
6-2013		
11-21-2013	4.2, 4.2.1, 4.2.2, 4.2.3	Added CRC conducted for EHS
8-2015		Reviewed
9/2015	2.2, 4.1.1, 4.1.2, 4.1.3.1, 4.1.3.3, 4.1.4, 4.1.4.3, 4.2.2, 4.2.3, 7.5	Added “Delegate” to all areas
6/2016		Reviewed
6/2017		Reviewed
6/2018	1.0, 4.1.3.1, 4.1.3.4, & 4.2.1	Updated Performance Standard 1302.90(b)(1)(i)(ii), added 4.1.3.1, 4.1.3.4, & 4.2.1
8/2019	2.3	Changed PROMIS to myheadstart
8/2019	4.1.4.1	Deleted TB Test - based on recommendation of Health Advisory Committee.
8/2019	4.1.4.2	Deleted
8/2019	4.1.4.3	Deleted statement that Employment agreement will be signed by applicant, staff, repeated in section 4.1.4.1
8/2019	4.1.4.1	Deleted ISD principal and grantee/delegate staff sign employment agreement.
9/2020	3.6, 4.1.4.1	*added adult/infant/child CPR/AED/First Aid and Child Abuse Training *Renamed Criminal Record Check with Human Resources

**HEAD START PROCEDURES FOR:
Human Resources
COMPONENT: CENTER FOR YOUNG LEARNERS**

		*Renamed myHeadStartwith myHeadStart
2/2022	7.0, 3.7	*Changed PROMIS to myHeadStart *removed Personnel master Staff Tracking Form
4/2022		Reviewed
12/2022	2.0, 2.3	remove “myHeadStart” replace with “GoEngage”
12/2022	3.0, 3.6	remove “myHeadStart” replace with “GoEngage”
12/2022	7.0, 7.4	remove “myHeadStart” replace with “ Web-based tracking system”