

ERSEA Violation Rule

Policy/Approach:

Disciplinary action up to and including termination will be taken against staff members who intentionally violate Federal and Program eligibility determination regulations, and who enroll pregnant women and children that are not eligible to receive Head Start or Early Head Start services.

Head Start Program Performance Standards:

1302.12 (I) Program policies and procedures on violating eligibility determination regulations

Procedures:

1. Upon receiving allegations of a staff member, or the file audit raises the suspicion of staff member intentionally enrolling children or pregnant woman who does not qualify for HS or EHS services, the staff member's supervisor will initiate an investigation.
2. If the investigation determines that enrollment staff willfully misrepresented income, birth or selection criteria points to give a family advantage or disadvantage in the selection process, enrollment staff's supervisor will present the case to the Human Resources Director.
3. Human Resources Director will follow up with the case. If it is substantiated that the staff member intentionally violated Federal and program eligibility determination regulations, and enrolled pregnant woman or children that are not eligible to receive HS or EHS services HR. Director will determine disciplinary action up to including termination.
4. Parent/Guardians certify that they have submitted complete and accurate income and housing information for the purpose of being selected to Head Start of Early Head Start. If it is determined that families have intentionally provided false information, the 0-5 Head Start Director will determine if the family continues in the program with a corrected eligibility status, or if the family will be dropped and replaced with an eligible family.