

	DHS Early Head Start Program Policy		
ERSEA 3			
SUBJECT	Training		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2025		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/28/25	Governing Body Approval: 2/20/17	Governing Body Revision: pending
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Policy:

The Head Start Program will develop a system to provide training on Head Start Preschool and Early Head Start, to include both the Early Head Start and the Early Head Start – Child Care Partnership eligibility, Head Start Program Performance Standards and ERSEA policies and procedures that include at a minimum the following:

- Annual training for Head Start Administrator, management staff, and any staff who determine Head Start eligibility to include:
 - Methods on how to collect and complete eligibility documentation from families and third-party sources,
 - Strategies for treating families with dignity and respect and dealing with possible issues of domestic violence, stigma, and privacy; and,
 - Program policies, procedures, and actions taken against staff, families or participants who provide false information.
- Training for any staff member who determines Head Start eligibility within 90 days of hire,
- Training for Governing Body and Policy Council members within 180 days of the beginning of a term, and
- Maintain all training records, including sign in sheets, agendas, and training materials.

Performance Standard:

1302.12 (m) (1-4)