Policy:

Mid America Head Start (MAHS) will provide annual training to the MAHS advisory committee and policy council on applicable federal regulations and program policies and procedures related to determining, verifying, and documenting eligibility. The specific training date will be determined annually and incorporated into the Program Governance Planning Schedule.

The grantee will provide annual training to identified delegate ERSEA content leaders, delegate directors and identified school district partnership staff. This information will also be included in orientation provided by MAHS within 90 days of hire for new delegate ERSEA content leaders, delegate directors and identified school district partnership staff.

Delegate agencies will develop their own policies / procedures outlining their internal process for providing annual training for all other staff with a role in determining, verifying, and documenting eligibility. These policies / procedures will include provision for orientation of new staff within 90 days of hire. Delegate policies and training content will be reviewed and approved by the MAHS ERSEA Specialist prior to implementation.

Training provided by MAHS and its delegate agencies will incorporate the following information:

- Methods of collecting complete and accurate eligibility information from families and third party sources.
- Strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma and privacy.
- The specific agency policy for consequences in situations involving a staff member’s intentional violation of eligibility requirements.
- The grantee policy for consequences in situations involving a family or participant that intentionally provides false information.