Policy:

Consequences for intentional violations by staff: Each delegate and partnership agency must establish a policy and any necessary procedures that describe the actions to be taken against any staff member who intentionally violates federal and program eligibility determination regulations and who intentionally enrolls pregnant women and children that are not eligible to receive Early Head Start or Head Start services. At a minimum this policy must:

- Include specific consequences severe enough in nature to assure such actions will not be repeated.
- Be reviewed annually with each staff member who is involved in determining eligibility.
- Include a statement, to be signed by each staff member, indicating that they have read the policy and understand the consequences of such actions. A copy of this document copy will be placed in the staff member’s file.

Response to intentional false information from family or participant: In situations when a delegate or partnership staff member has verified that the eligibility information provided by a family or participant is false, and can also provide proof that the intent of the family or participant was to provide false information, this proof will be presented to the delegate or grantee director who will make the final determination regarding the child’s eligibility. If it is determined that the family or participant intentionally provided false information, the child will no longer be considered eligible for the program and participation will be terminated.