Department: Human Resources
Effective Date:  
Procedure Number: 8020

Regulation Number:  
19 CSR 30.62.102  
19 CSR 30.62.122  
648A(g)(2-3) 1302.90(b-c)  
1302.93(a)

Regulation Topic: Personnel Requirements

Procedure Title: Monitoring for New Employee Requirements for Hire

Procedure:

All Tiers
All direct service providers will:

• Identify person(s) responsible for monitoring;
• Submit ChildPlus HR008 and HR009 report with monitoring notes regarding how they will meet requirements for any missing items via e-mail to the MARC Head Start Quality Assurance Coordinator (Tier 1 & 2) or Organizational Development Manager (Tier 3) by the 5th working day of the following month.

ChildPlus HR008 and HR009 reports will be used regularly to identify any gaps in the following areas:

• Prior to hire
  o PRIOR to hiring an employee, consultant, or contractor:
  o Sex offender registry check; and,
  o One set of Fingerprints:
    ▪ State; or
    ▪ FBI
  o WITHIN 90 days of hire for employee, consultant, and contractor:
    ▪ Whichever fingerprint (state or FBI) requirement that has not been completed; and,
    ▪ State Child Abuse and Neglect state registry
  o Hire Date
• Upon Hire:
  o Handbook Receipt
  o Standards of Conduct
  o Confidentiality
• Within 30 days:
  o Physical Date
  o TB screening date (read date)
Definitions
Prior to Hire-before an employee's official start date of employment in which they receive pay which may include attending training before assignment in classroom or to caseload

Clearance-documentation received has no findings or findings reviewed for 42USC 9858f-Criminal Background and Checks (Disqualification Factors) to clear the candidate to work with children and families