

Head Start Monthly Report March 2022

Conduct of Responsibilities –

Each Head Start agency shall ensure the sharing of accurate and regular information for use by the **Governing Body and Policy Council**, about program planning, policies, and Head Start agency operations, including:

- (A) Monthly financial statements, including credit card expenditures;
- (B) Monthly program information summaries
- (C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) The financial audit;
- (F) The annual self-assessment, including any findings related to such assessment;
- (G) The communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) Communication and guidance from the Secretary;

In accordance with the New Head Start performance Standards that went into effect on November 7, 2016:

1301.2 (b) Duties & Responsibilities of the Governing Body -

(1) The governing body is responsible for activities specified at section 642©(1)(e) of the Head Start Act.

(2) The governing body must use ongoing monitoring results, data on school readiness goals, and other information described in 1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.

Please see Program Information Summary & attachments to this monthly report for monitoring reports.

A. Monthly Financial Statements including credit card expenditures: Credit Card: \$559.00

2/16/22	CACFP	\$559.00	A. Esser
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The Interim Final Rule remains under an injunction. At this time, MCHS is following the framework of the IFR ensuring that staff who opted for vaccination received vaccination prior to 1/31/22. Any staff applying for exemption were required to do so before the 1/31/22 deadline. MCHS is waiting for litigation to indicate next steps.

MCHS has an 85% vaccination rate in comparison to the county rate of 37%.

District affiliated events Director participated in include: Board meeting, Admin mtg, Preschool Discussions

External committees / meetings affiliated with Head Start – Weekly Directors meetings, OHSAI Executive Board, OHSAI REDI, OHSAI Futures Group, Visit to Congressman Jordan’s office

Internal committees / meetings – Policy Council meetings, Administrative meetings, Recruitment, NHSA, Fiscal Consultant 1303, Discussion with Union President about job descriptions & postings, Discussion with Treasurer regarding OHS reports, Recruitment

Trainings provided – IPDP, PIR

Training received – Cost Allocation

The Director and FE team completed 1st round intake, accepting returning children for PY 22/23. Director conducted staff meetings with Transportation / Nutrition and Education teams to update on IFR and Focus Area 2 review. Developed new MH monitoring tool with MH Manager.

B. Program Information Summary

Education –Data Dialogue was conducted with education staff to work on classroom implementation plans to meet school readiness goals and objectives. Math scores increased this year. Child Assessment training scheduled for 3/25.

Mental Health – 31 students referred for MH services, 14 are in Play Therapy, 11 family members have been referred for MH services.

Disabilities – 25 IEP students have been served thus far this year.

Health – 64 students have received dental care (initial screening), 29 need follow up care, 13 actually received follow up care needed.

ERSEA – 44 students are age eligible to return next year, 11% of current enrollment is Marshallese

Family Engagement –6 families came into the program as HOMELESS, 3 of those families have acquired housing.

C. Enrollment / Attendance – Cumulative enrollment = 101

Enrollment by Program Option:

Half Day PY Head Start	38
Full Day School Year Ed Complex	57
Full Day School Year Rockford	6

Attendance by Program Option:

Half Day PY Head Start	87%
Full Day School Year Ed Complex	89%
Full Day School Year Rockford	75%

D. CACFP report – CACFP claimed meals

Month Served	February 2022
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Total Days Attendance	Rockford - 14 Part Day programming - 14 Ed Complex Full day Programming - 15
Total Breakfast	994
Total Lunches	1239
Total Snacks	940
Total Meals	3173

- E. Financial Audit -**
- F. Annual Self-Assessment**
- G. Community Assessment**
- H. Communication and guidance from the Secretary - see attached**

Attachments to report:

School Readiness Report – Winter & comparison of growth from fall
 Required Health Screening Report

Director is requesting approval of the Head Cook and Cook job descriptions accompanying this report.

Director is requesting approval of the Code of Conduct and Background Check policies accompanying this report.

Respectfully submitted,

Amy Esser
 Executive Director

INDIVIDUAL CARDHOLDER ACTIVITY

AMY ESSER
5563-7500-2990-4743

CREDITS
\$0.00

PURCHASES
\$559.00

CASH ADV
\$0.00

TOTAL ACTIVITY
\$559.00

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-16	02-16	55310202047200147600078	NATIONAL CACFP SPONSOR 5128508278 TX	559.00
Total Purchasing Activity				\$559.00

HEAD START - 2022 GRANT

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	974,361.00	-	974,361.00	343,536.16	630,824.84
CACFP Revenue	-	-	-	14,574.00	(14,574.00)
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	974,361.00	-	974,361.00	358,110.16	616,250.84

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	448,974.00	-	448,974.00	212,584.19	236,389.81	-	236,389.81
Fringe Benefits	311,351.00	-	311,351.00	48,986.71	262,364.29	31,914.46	230,449.83
Programming	96,959.00	-	96,959.00	30,248.29	66,710.71	44,718.58	21,992.13
Supplies	93,102.00	-	93,102.00	17,905.71	75,196.29	21,235.80	53,960.49
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	5,341.00	-	5,341.00	1,500.00	3,841.00	915.00	2,926.00
PA22 subtotal	955,727.00	-	955,727.00	311,224.90	644,502.10	98,783.84	545,718.26
Training & Technical Services	-	419	-	-	-	-	-
Training & technical serv (job code 400)	5,389.00	-	5,389.00	-	5,389.00	824.25	4,564.75
Start out of town travel	3,629.00	-	3,629.00	-	3,629.00	1,800.00	1,829.00
Subtotal PA22 Purchase Service	9,018.00	-	9,018.00	-	9,018.00	2,624.25	6,393.75
Training & Tech Supplies	9,616.00	-	9,616.00	-	9,616.00	-	9,616.00
Subtotal Supplies	9,616.00	-	9,616.00	-	9,616.00	-	9,616.00
T&TA -PA20	18,634.00	-	18,634.00	-	18,634.00	2,624.25	16,009.75
Return of Board Advance	-	-	-	-	-	-	-
TOTALS	974,361.00	-	974,361.00	311,224.90	663,136.10	101,408.09	561,728.01

TOTAL REVENUE OVERUNDER TOTAL EXPENDITURES 46,885.26

ECE CCIP vs Actual

439 Early Childhood

439-9922	Salaries 100	Fringes 200	Purchased Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
Original CCIP Budget	41,900.00	30,100.00	-	-	-	-	72,000.00
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Adjusted CCIP Budget	41,900.00	30,100.00	-	-	-	-	72,000.00
Exp thru 9/30	2,350.00	1,822.12					4,172.12
Exp thru 10/31	4,700.00	3,615.51					8,315.51
Exp thru 11/30	4,700.00	726.54					5,426.54
Exp thru 12/31	4,700.00	4,021.54					8,721.54
Exp thru 01/31							-
Exp thru 02/28	9,400.00	5,750.24					15,150.24
Exp thru 03/31							-
Exp thru 04/30							-
Exp thru 05/31							-
Exp thru 06/30							-
Exp thru 07/31							-
Exp thru 08/31							-
Total Expenditures	25,850.00	15,935.95	-	-	-	-	41,785.95

CCIP Budget							
Remaining	16,050.00	14,164.05	-	-	-	-	30,214.05

CAN SPEND UP TO 46,090.00 33,110.00
BUDGET PLUS 10%

MCHS ARP BUDGET REVISED

	Federal Budget	Actually Expended	Expendable Balance	Encumbered Requisitions	Remaining Balance
Salary	120,296	32,486.65	87,809.35		87,809.35
Fringe Benefits	66,175	2,552.60	63,622.40		63,622.40
Programming	7,442		7,442	700	6,742
Supplies	42,687	7,326.67	35,360.33	5,301.04	30,059.29
Capital Outlay					
Other					
Training & Tech Svcs					
Totals	236,600	42,365.92	194,234.08	6,001.04	188,233.04
Salary	115,296	32,486.65	82,809.35		82,809.35
Fringe Benefits	51,175	2,552.60	48,622.40		48,622.40
Programming	4,442		4,442.00	700	3,742
Supply	25,687	7,326.67	18,360.33	5,301.04	13,059.29
Capital Outlay	40,000		40,000		40,000
Totals	236,600				188,233.04

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-02	2. Issuance Date: 2/24/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Early Head Start; pregnant women; pregnant people; data; documentation	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies

SUBJECT: Documenting Services to Enrolled Pregnant Women

INFORMATION:

This Information Memorandum (IM) offers best practices for Early Head Start (EHS) programs in tracking services delivered to enrolled pregnant women, both directly and from community partners. It is supported by a toolkit of [Early Childhood Learning and Knowledge Center \(ECLKC\)](#) resources that EHS programs can use to identify ways to better engage expectant families.

[Section 645A\(a\)](#) of the Head Start Act authorizes funding for EHS programs to provide services that encompass the full range of the family’s needs, from pregnancy through a child’s third birthday, to promote the child’s development and move the parents toward self-sufficiency. EHS programs are not required to enroll expectant families, but many choose to enroll pregnant women, as well as pregnant transgender or nonbinary people, based on community needs. In their grant applications, programs are required to identify the total number of pregnant women they anticipate serving each program year. Programs must provide all enrolled pregnant women high-quality prenatal and postnatal education and help them access comprehensive prenatal services through referrals to other programs in the community ([45 CFR §1302.80](#)). For purposes of meeting these requirements, programs should consider and include any pregnant person served by the program.

It is also important for programs to be able to account for any services provided either directly or through referral to community partners. Collecting and analyzing this data informs the ongoing conversations EHS program staff have with the expectant parent around their needs before and after baby is born. Service data, along with other screening and assessment data, informs planning for the individual and collective needs of expectant families served by the program.

Tracking and Recording EHS Program Services to and Interactions with Enrolled Pregnant Women

EHS programs providing services to pregnant women must identify their unmet needs and connect the family with resources in the community to promote positive health outcomes for

both parents and babies. Programs should have a system to record interactions with expectant families that documents contact and identified needs. Programs should also have a way to track the type and content of services delivered to pregnant enrollees.

For example, if a home visitor meets with an enrolled pregnant mother to discuss the benefits of breastfeeding, the record for that interaction should go beyond just the date of the home visit. It should include specifics about the home visit, such as details about the specific breastfeeding information and any other parenting concepts, skills, and healthy practices discussed. The records should summarize the conversation and offer adequate details about any resources shared with the family. Any information or resources provided to pregnant families on best practices for safe sleep, breastfeeding, and adherence to the Early and Periodic Screening, Diagnostic, and Treatment schedule should be culturally responsive and inclusive of people from all racial, ethnic, and cultural backgrounds.

All Head Start programs are already required to have systems in place to track attendance for each child they serve, per [45 CFR §1302.16\(a\)](#). EHS programs may use their existing systems to record interactions with expectant families.

Tracking Services Enrolled Pregnant Women Receive from Community Partners

Programs should also have a system in place to consistently track the services enrolled pregnant women receive from community partners. To serve enrolled expectant families to the greatest extent possible, programs must facilitate their ability to access comprehensive services through referrals that include nutritional counseling, food assistance, oral health care, mental health services, substance abuse prevention and treatment, and emergency shelter or transitional housing in cases of domestic violence ([45 CFR §1302.80\(c\)](#)). EHS programs establish ongoing collaborative relationships and partnerships with community organizations to leverage existing funds for these resources and services ([45 CFR §1302.53\(a\)](#)). Community providers – like the local [Women, Infants and Children \(WIC\)](#) agency, [La Leche League International](#), [Healthy Start](#), local mental health centers, OB/GYN physicians, midwives, doulas, and health clinics – are excellent resources for services through referral.

To better track services that enrolled pregnant people receive through referral, EHS programs may establish partnerships such as working collaboratives, data-sharing agreements, or memoranda of understanding (MOU) with community providers. Programs must protect the privacy of records as required in [45 CFR §1303 Subpart C](#) when sharing information with other service providers. If an EHS program elects to establish an MOU with a community service provider, additional information on how to do so can be found on the [ECLKC](#).

To illustrate how partnerships can help EHS programs better track services expectant families receive from community providers, consider the following scenario:

An EHS program develops a partnership with its local WIC agency to share eligibility and nutritional information regarding pregnant enrollees. The EHS program refers an enrolled pregnant mother to the local WIC agency for a nutritional assessment. Based on the terms of the partnership, and with the permission of the enrollee, the local WIC

agency shares their records with the EHS program to include information about the nutritional assessment, nutrition and breastfeeding classes the pregnant mother participates in, and food package prescriptions made to address prenatal nutrition needs. The EHS program has the information they need to provide documentation beyond just the date the program referred the enrolled pregnant woman to the local WIC agency, including a summary of the follow-up services the local WIC agency prescribed.

The more information and data that can be shared between the EHS program and the local WIC agency under the terms of the partnership, the easier it is for EHS programs to ensure expectant families get the support and services they need. Programs also use such data to inform planning and decisions, as well as documenting the services the pregnant woman receives.

Conclusion

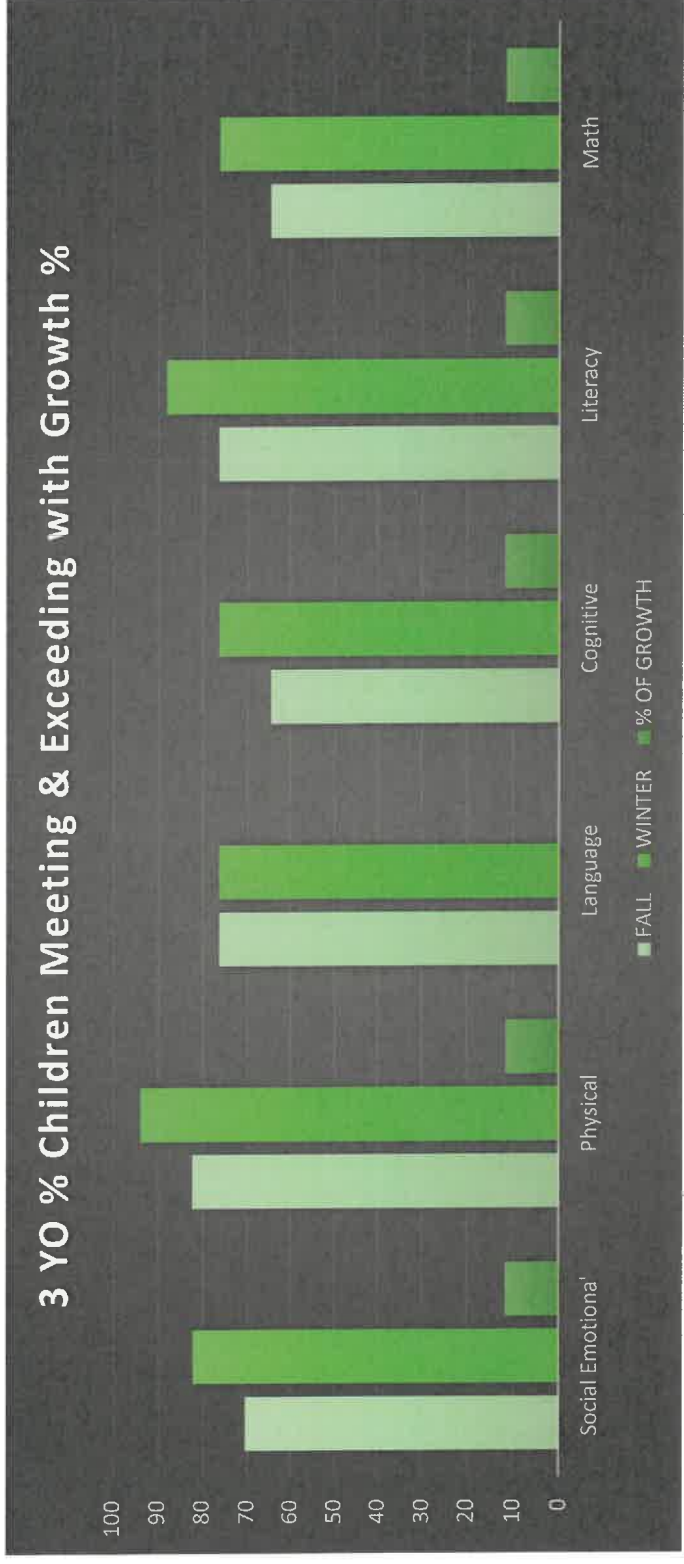
We encourage EHS programs to identify ways to better document program interactions with enrolled pregnant women and people, as well as services they receive from community providers. The resources offered on the [ECLKC](#) provide further support in implementing high-quality services for expectant families in this challenging time.

Please stay in touch with your program specialist as you plan and provide program services.

Thank you for your work on behalf of children and families as we continue to navigate the COVID-19 pandemic.

/ Dr. Bernadine Futrell /

Dr. Bernadine Futrell
Director
Office of Head Start



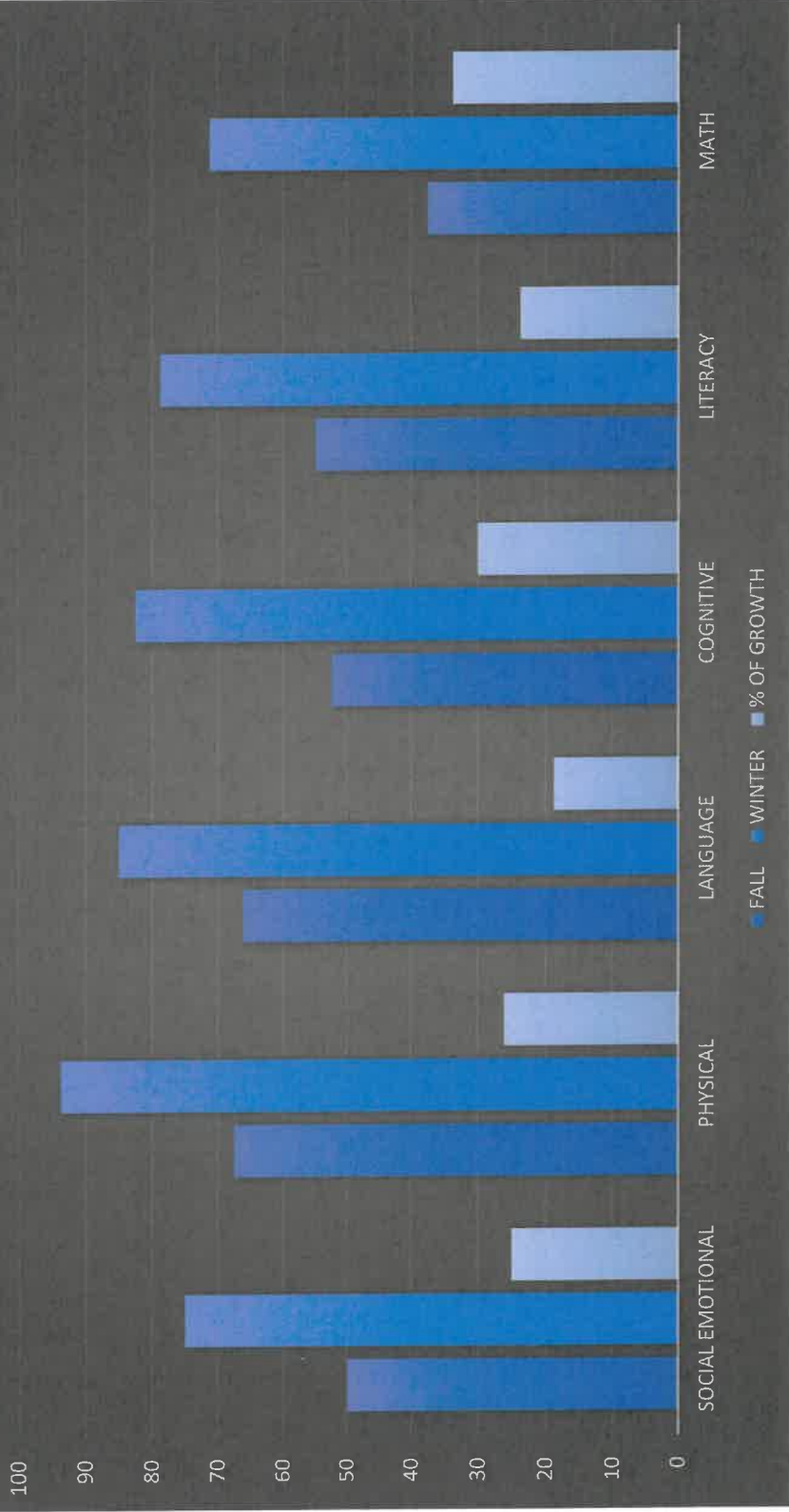
Data set includes 17 children in the 3-year-old group.

Language category – 2 children moved from Below meeting expectations to Meeting expectations and 2 children moved from Meeting expectations to Exceeding expectations. While overall in the classification of meeting & exceeding it appears there is no growth, there was growth within the category.

All domains show a relatively equal level of growth averaging 11.75% from one checkpoint period to the next.

MERCER COUNTY HEAD START GROWTH REPORT FALL TO WINTER PY 21/22

Pre K % Children Meeting & Exceeding with Growth %



Data set includes 80 children.

Language and Literacy had the smallest amount of growth. Math had the most significant amount of growth.

Overall, there was an average of 26.3% growth. If this same amount of growth is matched in the 3rd checkpoint, all areas would be at 100% or close to for all children kindergarten age eligible.

Celina City Schools – Mercer County Head Start

Job Description

Phone: (419)268-0301 Fax: (419)268-0017 www.mercerheadstart.org

Job Title: Head Cook	Supervisor: Health & Community Services Manager
Position Summary: Updated 3/22	
Develop and maintain required records and assure food delivery to classrooms. Prepare meals per USDA and Head Start standards.	
Qualifications and Requirements:	
Education/Certifications: <ul style="list-style-type: none">• Possess a High School Diploma or GED• Valid Ohio Driver's License and liability insurance• Obtain Serve Safe certification prior to or within one year of hire	
Knowledge/Skills: <ul style="list-style-type: none">• Ability to oversee preparation of high quality nutritional food items in large quantity• Ability to maintain accurate documentation of purchases, and daily production• Knowledge of portion control regarding recipes• Ability to maintain sanitary food preparation facilities, appropriate temperature controls, and timely meal service• Good organizational skills• Ability to lift at a minimum 40 pounds with safety precautions• Walk, bend, kneel, reach overhead, stoop, bend at waist, feel and operate objects, tools, or controls• Must be able to stand or sit for long periods of time• Previous cafeteria experience preferred• Must be able to demonstrate basic computer skills including email and WORD.	
Employment Conditional upon Results of the Following: <ul style="list-style-type: none">• Complete and pass (5) background checks prescribed by ODJFS• Three Personal References• Successful Physical Capacities Examination and TB screening results• Policy Council and Board of Education Approval	
Essential Job Responsibilities: <ul style="list-style-type: none">• Carry forth the Mission Statement of Mercer County Head Start to support the quality management principles, and work toward agency and program goals.• Demonstrate and support core values of the program.• Demonstrate and support Standards of Conduct.• Maintain daily menu production records.• Prepare monthly menus under the direction of HCSM.• Review suggested menus with licensed dietician.• Track and order food and non-food items, with receipts of food service vendors.• Responsible for communication with food & non-food vendors.• Complete inventory of food and supplies bi-annually.• Responsible for efficient kitchen operation including providing direction to food service staff.• Responsible for updating & maintaining CACFP child nutrition labels.	

- Ensure timely communication with Health and Community Services Manager regarding operation needs or issues.
- Adhere to sanitation and safety procedures prescribed for the Head Start kitchens, i.e. proper food temperatures, storage and preparation guidelines (CACFP / SERVESAFE).
- Assemble food, dishes, utensils and supplies needed for timely meal preparation.
- Prepare and sort food for delivery to off-site classrooms.
- Wash dishes, pots, pans and utensils using approved sanitation methods.
- Assist with direction of volunteers as needed.
- Complete daily/weekly kitchen cleaning responsibilities, including laundering towels.
- Demonstrate on-going professionalism, work as a team, have a positive and professional attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan.
- Regular and prompt attendance to provide quality supportive services to children, families, and community partners.
- Order and pick up misc. supplies as needed.
- Perform other duties as assigned by supervisor to ensure compliance with state and federal regulations.

*At any time you may be reassigned to meet the parameters of the program needs.

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

Head Cook Signature

Date

HCSM Signature

Date

Celina City Schools – Mercer County Head Start

Job Description

Phone: (419)268-0301 Fax: (419)268-0017 www.mercerheadstart.org

Job Title: Head Start Cook

Supervisor: Health & Community Services Manager

Position Summary: Updated 3/22

Assure food delivery to classrooms and prepare meals per USDA and Head Start standards.

Qualifications and Requirements:

Education/Certifications:

- Possess a High School Diploma or GED
- Valid Driver's License and liability insurance
- Obtain Safe Serve Certification prior to or within one year of hire

Knowledge/Skills:

- The ability to work independently and collaborate with building cafeteria manager, and HCSM.
- Knowledge of portion control, proper food safety, and inventory.
- Ability to maintain sanitary preparation facilities, appropriate temperature controls, and timely meal service.
- Ability to lift at a minimum 40 pounds with safety precautions.
- Walk, bend, kneel, reach overhead, stoop, bend at waist, feel and operate objects, tools, or controls.
- Must be able to stand or sit for long periods of time
- Good organizational skills.
- Previous cafeteria experience preferred.
- Must be able to demonstrate basic computer skills including email and WORD.

Employment Conditional upon Results of the Following:

- Complete and pass (5) background checks prescribed by ODJFS
- Three Personal References
- Successful Physical Capacities Examination and TB screening results
- Policy Council and Board of Education Approval

Essential Job Responsibilities:

- Carry forth the Mission Statement of Mercer County Head Start to support the quality management principles, and work toward agency and program goals.
- Demonstrate and support core values of the program.
- Demonstrate and support Standards of Conduct.
- Communication with food service staff and classroom staff.
- Assemble food, dishes, utensils and supplies needed for timely meal preparation.
- Assist in preparation and sort food for delivery to off-site classrooms.
- Wash dishes, pots, pans and utensils using approved sanitation methods.
- Assist with direction of volunteers as needed.
- Complete daily/weekly kitchen cleaning responsibilities, including laundering towels.
- Demonstrate on-going professionalism, work as a team, have a positive and professional

attitude toward fellow staff and families by attending trainings (15 hours minimum, annually), workshops, conferences, and meetings as requested by supervisor and as necessary for successful implementation of program, and to meet requirements of Professional Development Plan.

- Regular and prompt attendance to provide quality supportive services to children, families, and community partners.
- Assist with ordering and picking up misc. supplies as needed.
- Assist with preparing meals and snacks.
- Assist with maintaining all necessary records and documentation.
- Able to respond to flexible work schedule.
- Perform other duties as assigned by supervisor to ensure compliance with state and federal regulations.

*At any time you may be reassigned to meet the parameters of the program needs.

The statements indicated on this job description describe the general purpose and responsibilities assigned to this job and are not an inclusive list of all responsibilities and duties that may be assigned or skills that may be required. All employees are expected to participate in ongoing professional development as indicated by changing roles and responsibilities.

Head Start Cook Signature

Date

HCSM Signature

Date

Mercer County Head Start Policies and Procedures

P/P Topic:	Code of Conduct	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	3/10/22
Subpart:	<i>I. Human Resources</i>	Last Reviewed Date:	
Section Title(s):	<i>Personnel Policies</i>	Implementation Responsibility:	All Staff
Related Performance Standard(s):	1302.90 (c)	Monitoring Responsibility:	Executive Director

(A) Policy	<p>A program must ensure all staff consultants, contractors, and volunteers abide by the program’s standards of conduct that:</p> <p>Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children’s well-being and prevent and address challenging behavior;</p> <p>Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including at a minimum, that staff must not:</p> <p>(see procedure)</p> <p>Personnel policies and procedures must include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct.</p>
(B) Responsibility	All staff, contractors, consultants, volunteers
(C) Procedure	<p>All staff, contractors, consultant, volunteers are to uphold and demonstrate the Core Values, Mission, and Vision of Mercer County Head Start in their daily operations and interactions.</p> <p>Staff, contractors, consultants, volunteers MUST NOT:</p> <ul style="list-style-type: none"> • Use corporal punishment • Use isolation to discipline a child • Bind or tie a child to restrict movement or tape a child’s mouth • Use or withhold food as a punishment or reward • Use toilet learning / training methods that punish, demean, or humiliate a child • Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child • Physically abusing a child • Use any form of verbal abuse, including profane, sarcastic

	<p>language, threats, or derogatory remarks about the child or child's family</p> <ul style="list-style-type: none">• Use physical activity or outdoor times as a punishment or reward <p>Staff, consultants, contractors, and volunteers are to RESPECT and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race ethnicity, culture, religion, disability, sexual orientation, or family composition</p> <p>Staff, consultants, contractors, and volunteers are to adhere to all program confidentiality policies, procedures, and practices.</p> <p>Staff consultants, contractors are to ensure NO child is left alone or unsupervised.</p> <p>Any staff member, consultant, contractor, or volunteer who witnesses a violation of any of the above statements is to report the incident immediately to a member of the administrative team.</p> <p>Any infractions of the above statements will result in an internal investigation (see policy) and follow the program's disciplinary procedure.</p>
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Mercer County Head Start Policies and Procedures

P/P Topic:	Background checks	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	3/10/22
Subpart:	<i>I. Human Resources</i>	Last Reviewed Date:	
Section Title(s):	1302.90	Implementation Responsibility:	Management
Related Performance Standard(s):	1302.90(b)	Monitoring Responsibility:	Director, Board of Education Policy Council

(A) Policy	<p>(b) Background checks and selection procedures.</p> <p>(3) A program must review the information found in each employment application and complete background check including any arrest, pending criminal charge, or conviction and must use Child Care and Development Fund (CCDF) disqualification factors described in 42 U.S.C. 9858f (C)(1)(D) and 42 U.S.C. 9858(h)(1) or tribal disqualification factors to determine whether the prospective employee can be hired or the current employee must be terminated.</p> <p>(4) A program must ensure a newly hired employee, consultant, or contractor does not have unsupervised access to children until the complete background check process described in paragraphs (b)(1) through (3) of this section is complete.</p> <p>(5) A program must conduct the complete background check for each employee, consultant, or contractor at least once every 5 years which must include each of the four checks listed in paragraphs (b)(1) and (2) of this section, and review and make employment decisions based on the information as described in paragraph (b)(3) of this section, unless the program can demonstrate to the responsible HHS official that it has a more stringent system in place that will ensure child safety.</p>
(B) Responsibility	Managers
(C) Procedure	<p>No employee paid with Head Start funds can be hired without complete background check. A complete background check is compiled of a FBI, BCI & I, state sex offender registry, national sex offender registry, and child abuse & neglect registry check.</p> <p>No contractor can be left alone with children without a complete background check.</p> <p>Contractors are those individuals who provide services to children including but not limited to individualized services identified on an IEP, specialized services offered through tutoring (ELL), Tri Star students who can count in ratio, any college intern students who can be counted in ratio.</p>

At no time are volunteers to be left alone with students.

The process for obtaining a background check is as follows:

The Hiring Manager will provide the potential employee an ODJFS 01175 to complete. The form must be completed entirely. At the same time, the Hiring Manager will assist the employee with registering within the OCCRRA system to obtain an OPIN identification number.

Once the OPIN and ODJFS 01175 is completed the employee will be directed to the Mercer County ESC as the webcheck agency to complete electronic fingerprinting.

At the Mercer County ESC, the employee will inform webcheck personnel, that the fingerprints are needed for Mercer County Head Start and to utilize the ODJFS code.

The Hiring Manager will submit the completed ODJFS 01175 to the Head Start Secretary.

The IT Secretary will submit the request to the Ohio Department of Job & Family Services.

The Ohio Department of Job & Family Services will return an ODJFS 01776 to identify whether the employee is eligible to be hired.

The ODJFS 01176 document is to be kept in the employee's file in the Head Start office and, in the personnel file, located in the Celina City Schools administrative office.

If the ODJFS 01176 is returned that an employee is not eligible to be hired, the employee can request an ODJFS 01178 to appeal the finding.

All employees who receive compensation through the federal Head Start grant are required to complete this background check process every five (5) years.

The IT Secretary is responsible to track completion and expiration date. Staff will be notified in a timely manner prior to their fingerprints expiring to ensure compliance with federal regulations.

Under current regulation this background check to satisfy the required background check for ODE licensures.

Background checks are to be completed every 5 years. When the background checks are returned to CCS Head Start for review of

	<p>current employees, if there are any incidents that violate above-mentioned codes or guidelines outlined by the licensing agent, the current employee will be suspended immediately, pending termination.</p>
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