

Community Action Team, Inc.
CHILD & FAMILY DEVELOPMENT PROGRAMS
Verification of ERSEA Training

Child and Family Development Program has written policies and procedures for determining eligibility for children enrolled in Head Start/OPK.

The governing body, policy council, management and staff who determine eligibility are provided annual training on applicable federal regulation and program policies and procedures for recruiting, determining eligibility and enrolling children and families. Including:

- Methods for collecting complete and accurate eligibility information from families and verified third party sources.
- Strategies for treating families with dignity and respect.
- Recruitment of children with disabilities.
- Verification of family income.

Staff who determine eligibility are provided up-to-date documents to verify family income.

I, _____, have received training in all recruitment, eligibility and documentation of children and families for selection and enrollment into Community Action Team, Child and Family Development Programs. I understand that if I knowingly sign a verification that contains false information I will be disciplined, which may include termination.

Signature of Staff

Date