

Early Learning Policy Council and OESD 114 Board Training on Eligibility

Methods on how to collect complete and accurate eligibility information from families and third party sources:

Eligibility/Enrollment staff are trained based on performance standard requirements and program policies regarding collecting accurate eligibility information from families and third party sources. All eligibility meetings with families are completed in person. Staff is trained on questions to ask families to inquire about their eligibility information. A signed Exchange of Information form to gather third party documentation is required to have any contact with third party sources for eligibility purposes. All documentation regarding the in-person eligibility determination including all supporting documentation is maintained at the OESD in a locked file cabinet.

Strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma and privacy:

Eligibility/Enrollment staff receives training upon employment, according to policies and procedures regarding strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma and privacy. They receive annual training regarding these strategies as well. Strategies for ensuring possible issues of privacy are discussed, with each circumstance, a private location to ask families about sensitive issues with dignity and respect is provided.

Program policies and procedures that describe actions taken against staff, families or participants who intentionally attempt to provide or provide false information:

The parent/guardian is required to sign the eligibility form that shares the consequences of falsifying documents used for eligibility which may include re-verifying eligibility and exit from the program. Staff is trained to review these statements with parent/guardian at the time of signature.

All staff sign an Annual Standards of Conduct Agreement that states they will ensure they are following all program policies, procedures and performance standards. Failure to abide by these standards of conduct may result in disciplinary action up to and including separation of employment. Staff will be trained at hire and annually regarding all ERSEA procedures.