



COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY

NO. 01 ERSEA ISSUE 1

PAGE 1 of 2

EFFECTIVE: 08-15-12
Updated

SUBJECT:

Enrollment of Employee Related Children

APPROVED: 08-15-12



BY: Ron Griffin, Director

PURPOSE

To impartially evaluate the eligibility of employee related children for enrollment into programs administered by the Preschool Services Department (PSD) in an effort to avoid a conflict of interest, or any perception of a conflict of interest.

POLICY

PSD will determine whether children are eligible enrollment into PSD programs based on strict adherence to program guidelines. PSD Management will determine final approval to enroll a child who is related to a PSD employee, and will be responsible for tracking employee related children after they are enrolled.

REFERENCE

County of San Bernardino, Human Services Standards of Employee Conduct – Section II:

No employee shall engage in any business or transaction or shall have a financial or other personal interest or association which is in conflict with the proper discharge of assigned duties or would tend to impair independence of judgment or action in the performance of these duties. Personal, as distinguished from financial, interest includes an interest arising from blood or marriage relationships or close business, personal, or political association.

Head Start Performance Standards Policy Clarification OHS – PC – I – 049:

Each Head Start agency is required to develop the selection criteria it will use in choosing which of the families that have applied for Head Start will be enrolled in any given program year. These criteria should be based on information from the grantee's community assessment. (See 1305.3(d)(6)). Implicit in this requirement is that grantees will develop selection criteria that are designed to enable them, as best they can, to meet the needs of the disadvantaged families of their community. If a grantee's selection criteria reflect the needs of the grantee's community and the child of a Head Start staff member is eligible for Head Start enrollment under these criteria, such a child can be considered for enrollment. Giving priority to the children of Head Start staff does not likely reflect the perspective of a community assessment and should not be a policy used by Head Start programs.

PROCEDURE

1. Program Supervisors are required to bring applications of children related to employees to the weekly program supervisor's meeting for Manager review.
 - a. Justification will be provided for each family in order to determine that they have the greatest need.
 - b. Justification will be in accordance to performance standards, reflecting the family's current need (if applicable) and income level.
2. All new applications for employee related children currently enrolled and repeaters will be tracked on a spreadsheet which will be kept in the shared drive at PSD Admin. Access to the spreadsheet will be limited to Management only.
3. Related children and employees cannot be located at the same site. If a child is enrolled at the same site as the related employee, either the child or the employee must be relocated to a different site to eliminate the potential for a conflict of interest.
4. All employee transfers will be monitored and evaluated prior to a transfer within the agency to avoid having an employee with a related child at the same site.
5. Children related to employees cannot be transferred to another site without the Program Manager's prior approval.

Criteria for Program Managers to Consider When Enrolling Children of Employees

1. "Relative" will be defined according to the terms of the PSD contract employee terms for immediate and extended family with the exception of a foster parent.
2. No children shall be enrolled at sites where his/her relative(s) are PSD employed.
3. PSD will not approve children who are related to employees to fill over-income slots in the Head Start/Early Head Start programs. Exceptions include children with IEPs and/or IFSPs. Families that are not eligible for PSD programs will be assisted in connecting with other resources available in the community.
4. Categorically and Automatically eligible children related to PSD staff MAY be approved for enrollment at the discretion of the Department Director on a case by case basis. However, the policy stated above will apply.
5. Consideration for enrollment of all children on the waiting list (if applicable) will be in accordance with PSD's existing selection criteria (see Selection Criteria policy and procedure).
6. Final approval for enrollment of children who are related to a PSD employee must be obtained from the Department Director.

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