



COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY

NO. 01 PDM ISSUE 1

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EFFECTIVE: 11-07-12

SUBJECT:

DIGITIZATION OF REQUIRED DOCUMENTATION

APPROVED: 11-07-12

Nighett Ahmed
BY: Nighett Ahmed, Acting Director

PURPOSE:

The purpose of this procedure is to ensure compliance with procedures set by the Head Start Performance Standards and the Head Start Act that governs Record Keeping and Ongoing Monitoring.

POLICY:

Grantee and delegate agencies must establish and maintain efficient and effective record keeping systems to provide accurate and timely information regarding children and families. In addition, Grantees must implement procedures for the ongoing monitoring of their operations, as well as those of each of their delegate agencies, to ensure that these operations effectively implement Federal & State Regulations. Staff must ensure appropriate confidentiality of this information.

REFERENCES:

Performance Standards 1304.51(i)(2), 1304.51(g), 1305.4(c), 1305.4(d), 1305.4(e)
Head Start Act 641A(g)(3), 645(a)(1)(b)(iii)(1) & (2)

PROCEDURE:

Digitization of required documentation will be completed as follows:

- Upon the Review and Approval of a State and/or Federal Application, the Program Supervisor will sign the application and return it to the Program Generalist.
- Upon receipt of the approved State and/or Federal Application, the Program Generalist will immediately scan the required documents into COPA eDocs. Assistance may be provided by Eligibility Workers, Center Clerks, WEX Workers and Teaching Staff.
 - See attached Step Sheet for instructions on scanning required documentation into COPA eDocs
 - Divide file documents by "single sided & double sided" forms. Calibrate scanner before scanning. Scan one sided documents first, then set scanner to two sided documents before scanning double sided forms. This process will alleviate excess storage capacity of blank double sided forms.
 - See Required Documents Checklist for State and Federal Applications

- Once the required documents are scanned into COPA eDocs, the Program Supervisor will approve the submitted documents on COPA.
- Ongoing monitoring of required documentation submitted in COPA eDocs will be completed by Program Supervisors, Program Managers and Quality Assurance.

STATE APPLICATION (Required Documents Checklist):

- 9600
- 9600 A
- Income Documentation – including worksheet and family size (most recent within 30 days, See eligibility requirements procedure)
- Proof of presence/absence of second parent
- CPS/Homeless Documentation
- Birth Certificates/Proof of Birth of all children in household
- Proof of Relationship to Parent/Guardian
- Proof of Residency
- Authorization to Contact Employer
- Declaration of non-working parent (if applicable)
- Proof of Need (if applicable)
- Certification of Hours (if applicable)
- Documentation of Family Fee Assessment (if applicable)
- Parent Fee Letter (if applicable)
- Notice of Action
- (1) Page Eligibility/Accepted List showing priority for selection criteria

FEDERAL APPLICATION (Required Documents Checklist):

- Head Start/Early Head Start Enrollment Application
- Income Documentation – including worksheet and family size (most recent within 30 days)
- Immunization record
- Proof of Residency
- Birth Certificates/Proof of Birth
- Proof of Need (if applicable)
- Supporting documentation for categorically eligible (if applicable)
- Head Start Eligibility Verification
- (1) Page Eligibility/Accepted List showing priority for selection criteria