



Policy #: HPS-2

Page #: 1 of 1

Ref #: 1302.47(b)(3)

**Policy Council Approval Date:
01/22/19**

COMPONENT: HEALTH PROGRAM SERVICES

SUBJECT: FINGERPRINTING AND BACKGROUND CHECKS

PERFORMANCE OBJECTIVE: All staff have complete background checks in accordance with the requirements.

Policy and Procedure:

HREC will require background checks and fingerprinting prior to hiring for employees within the Head Start program or other direct Federal or State funded programs as required by law.

Background checks are conducted prior to hire for Head Start employees and every five years thereafter. Applicants will be required to provide written consent prior to any background check.

In accordance with Head Start Program Performance Standards the program must conduct an interview, verify references, conduct a sex offender registry check and obtain one of the following:

- State or tribal criminal history records, including fingerprint checks; or,
- Federal Bureau of Investigation criminal history records, including fingerprint checks.