

# SOUTHWEST HRA HEAD START

**Section:** Administration  
**Subject:** Personnel Information Form  
**Revised:** February 27, 2003

---

## **REGULATION REFERENCE:**

Head Start Program Information

## **POLICY:**

Staff information will be updated annually and recorded on the Head Start Program Information Report.

## **PROCEDURE:**

1. The "Personnel Information Form", will be part of the initial employment packet given to new employees by the Assistant Director for Administration. All employees will complete this form during entry orientation.
2. The Assistant Director for Administration will check the accuracy of the form and assure that documentation of degrees earned is on file. When the review is complete, the Personnel Officer will file the original in the staff personnel file and a copy will be maintained in the Head Start Central Office for entry into the ChildPlus Program.
3. Changes in information, such as address or marital status, will be submitted to the Administration Specialist.
  - a. The employee will inform the Administration Specialist of the information change.
  - b. The Admin. Specialist will refer the employee to the Agency Personnel Manager so appropriate changes can be made to the Employee's File and, if appropriate, changes to insurance, etc.