

SOUTHWEST HRA HEAD START

Section: Administration

Subject: Use of Southwest HRA Head Start Forms Notebook

Revised: July 24, 2003

POLICY:

The Southwest HRA Head Start Forms Notebook contains original camera-ready copies of all forms used by the Head Start Program. All forms used by Head Start will be clean, clear copies reproduced from the original forms. Instructions for use of specific forms are presented in the Southwest HRA Services Procedures Manual.

All forms are coded by area and date.

The codes will be as follows:

001-099 = Administration

101-199 = Education

201-299 = Health

301-399 = Disabilities

401-499 = Nutrition

501-599 = Parent Involvement

601-699 = Social Services

PROCEDURE:

1. All forms notebooks will be distributed through the Head Start Central Office. One copy of the Forms Notebook will be issued per center and one copy will be retained in the Central Office for use by the Director, Assistant Directors, Specialists, Area Managers, and other staff as needed. The Director will instruct staff regarding update and replacement materials.
2. The Admin. Specialist will provide teaching staff and Family Case Managers with clean, clear copies of forms. Copies of forms which are used frequently or in large numbers will be available through the Central Office. All forms are printed during the summer and distributed in August to serve the program year.