

Policy Number: PROF 003	Title: Eligibility Training
Performance Standard: 1302.12 (m)	Original Date: 6/2018
USD 418 BOE Policy:	Policy Council Approval: 6/2018 BOE Approval: 06/2018

Policy:

Training on eligibility. (1) A program must train all governing bodies, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. Training must, at a minimum: (i) Include methods on how to collect complete and accurate eligibility information from families and third party sources; (ii) Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and, (iii) Explain program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.

PROCEDURE:

1. Eligibility training will occur each school year.
2. A program must train management and staff members who make eligibility determinations within 90 days of hiring new staff.
3. A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.
4. If there is a new governing body or policy council member after the initial training each year a new training will occur to ensure the member is aware of the eligibility training requirements.