

**Area:** Eligibility, Recruitment, Selection, Enrollment and Attendance

**Subject:** EL22 – Head Start Confidentiality of Records

**Reference:** 1304.52(h) (1) (ii) 1305.4 (d) (e)  
Head Start Act Sec.641 (4) (A)

**Policy:** All Head Start programs shall ensure the confidentiality of any personally identifiable data, information and records collected from the parents at enrollment.

**Procedure:**

1. Center Supervisor or designee will complete a Head Start application with the family.
2. After completing the application and reviewing source documents for income verification and to establish eligibility the Head Start employee will sign the application indicating the eligibility source documents were reviewed. Source documents will remain in the file for Supervisor review and approval.
3. Center Supervisor will review and approve the application, signing the application to indicate that she /he have reviewed the source documents.
4. The Head Start designee must shred source documents.
5. Any Head Start staff reviewing the Eligibility/Family files must sign the Student Record Access Log. Access to these records is limited to program Coordinators, Child Development Supervisors, Head Start staff, Parents of the individual child and Review Team Members.
6. Release of information from eligibility and family files will be done only with written authorization from the family by signing the Consent for Release of Information form.
7. Note: For collaborated programs two (2) separate eligibility files will be maintained. One file for the Head Start program and one for the State program.

**Supervised by:** Directors, Coordinators, Child Development Supervisors

**Performed by:** Head Start Staff

**Forms needed:** Child / Family Services Head Start Application

**Frequency:** At enrollment and ongoing

