

Doña Ana County Head Start

DACHS PROCEDURE FOR VERIFYING ELIGIBILITY:

Doña Ana County Head Start accepts applications all year round. All staff may receive or assist a family with the application.

1. Whoever receives any application must sign and date that they have received the application and that parents have submitted the documents verifying the age of the child and proof of family income.
2. The application is then forward to the Family Outreach Worker of the center that the parent applied for.
3. The Family Outreach Worker will screen the application to make sure it is filled out correctly, signed by the parent and then again verify the age of child and proof of family income.
4. Then the application is forwarded it to Family Services Specialist where she will score, process the criteria form and verifies eligibility of the child and then will sign verification of eligibility form.

If income verification is fraudulently misrepresented by any Doña Ana County Head Start staff we will follow New Mexico State University Human Resources Department policy on just cause for termination. This means that if a staff voluntary and knowingly enrolls any ineligible child to Dona Ana County Head Start will be terminated.