

Bear River Head Start
ERSEA Code of Conduct
(Eligibility, Recruitment, Selection, Enrollment, and Attendance)

All Bear River Head Start (BRHS) staff involved in Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) activities are responsible for ensuring fairness, integrity, and compliance with Head Start Program Performance Standards.

Conflict of Interest

If a staff member encounters an application from a family member, friend, or individual with whom they have a personal relationship, the staff member must immediately notify the ERSEA Manager. The ERSEA Manager will assign another authorized staff member to complete eligibility determination, documentation review, data entry, and ranking to prevent any real or perceived conflict of interest.

Staff may not show favoritism, give preferential treatment, or influence selection decisions.

Accuracy and Documentation

Staff must:

- Collect and verify all required eligibility documentation.
- Document all income received in the prior 12 months (or previous calendar year, as applicable).
- Ensure all information entered into ChildPlus (or program database) is accurate and supported by documentation.
- Follow established verification procedures.

Protection of Federal Funds

Head Start services are funded with federal funds. Staff must not:

- Falsify or alter income documentation
- Omit required information
- Accept incomplete documentation without proper verification
- Misrepresent eligibility status

Any intentional misrepresentation, falsification, or manipulation of eligibility information may result in disciplinary action, up to and including termination, and may carry legal consequences.

Confidentiality

Staff must maintain strict confidentiality of all applicant and family information and may access records only for legitimate program purposes.

Reporting Concerns

Staff who suspect fraud, misrepresentation, or unethical conduct must report concerns to their supervisor, ERSEA Manager, or Program Director immediately.

Staff Acknowledgement

I understand that BRHS services are funded with federal funds and that I am responsible for ensuring accurate, fair, and ethical ERSEA practices. I agree to comply with this Code of Conduct.

Staff Signature: _____

Date: _____

Print Name: _____