**MISSISSIPPI COUNTY, ARKANSAS, E.O.C.**

**EARLY CHILDHOOD EDUCATION DEPARTMENT**

1302.12 (j)2(k)1(3)

# FOLDER UP-KEEP AND MANAGEMENT

**POLICY:**

Enrollment folders will be maintained for two years before changing

out any essential paperwork by the ERSEA and FSA staff.

**PROCEDURES:**

1. All paperwork within the child(s) folder will be good for two years.
2. After two years, all essential paperwork will be updated and/or replaced

and family income verified when applicable. Early Head Start participants income is good until they transition the Head Start program.

1. Family Information update will be used to capture the following as needed during re-enrollment of returnees and throughout the current program year:
* Name change (with proper documents)
* Address or phone # change
* Change of Insurance (copy of insurance)
* Emergency Contact Information
* Parental/Marital/Foster Status (with proper documentation)
* Addition to the family
* Employment status