



DEPARTMENT OF FAMILY AND SUPPORT SERVICES
CITY OF CHICAGO

To: Head Start/Early Head Start
Executive/Program Directors

From: Vanessa Rich 
Deputy Commissioner

Date: March 5, 2014

Subject: DISALLOWED COST FOR TIME BETWEEN HIRE DATE AND BACKGROUND CHECK

As part of our on-going monitoring process, the Chicago Department of Family & Support Services (DFSS) reconciles delegate staff information with voucher payments to determine if there are gaps between a staff person's hire date and their date of completed background check.

A lapse in time between the hire date and the completed background check date will be considered as a disallowed Head Start/Early Head Start cost and those payroll costs will be recouped by DFSS.

The DFSS policy on Background Checks "requires that delegate agencies conduct Criminal Background checks for all employees that are paid from the Head Start/Early Head Start (HS/EHS) budget prior to their hire date."

As you know, the safety of every child in our programs is of paramount importance. Compliance with federal guidelines regarding criminal background checks is essential to assuring a safe environment for children to learn and grow.

Thank you for your cooperation.