Head Start Performance Standards (1301.31 (b) (21)) and EOCF practices require all prospective employees and volunteers sign a declaration prior to employment/volunteering which lists:

1. All pending and prior criminal arrests and charges related to child sexual abuse and their disposition;
2. Convictions related to other forms of child abuse and neglect; and,
3. All convictions of violent felonies.

Per Head Start Performance Standards (1301.31 (c) (1-4)), the declaration may exclude:

- Traffic fines of $200.00 or less;
- Any offense, other than an offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's/volunteer's 18th birthday, which was finally adjudicated in juvenile court or under a youth offender law;
- Any conviction the record of which has been expunged under federal or state law; and
- Any conviction set aside under the Federal Youth Corrections Act or similar state authority.

NOTE that individuals who declare, through this form, that they have been arrested, charged with, or convicted of any of the offenses listed above are not automatically disqualified from being hired or denied the opportunity to volunteer. EOCF will review each case to assess the relevance of an arrest, charge, or conviction to determine a hiring or volunteer placement decision.

PLEASE PROVIDE YOUR SIGNATURE AFTER THE APPROPRIATE STATEMENT BELOW:

I have not been arrested, charged, and/or convicted on one or more of the three types of offenses listed above.

Signature ___________________________ Date ___________________________

I have been arrested, charged, and/or convicted on one or more of the three types of offenses listed above.

Signature ___________________________ Date ___________________________