

The NWCA Head Start Child Abuse and Neglect Policy will be implemented and revised yearly with the approval of the Head Start Policy Council and the Health Advisory Committee. It will also be revised using consultation with local social service departments, policy departments, and other professional working with NWCA Head Start.

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**NORTHWEST COMMUNITY ACTION, INC.**  
**PERSONNEL POLICIES AND PROCEDURES**  
*REVISED AND UPDATED Effective August 21, 2009*

I, \_\_\_\_\_,  
(Signature)

have received the Northwest Community Action, Inc. Personnel Policies and Procedures, Revised and Updated Effective August 21, 2009 as of

\_\_\_\_\_  
(Date)

Please sign this statement certifying that you have received the policies and return it to the office in Badger within five (5) days.

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**NORTHWEST COMMUNITY ACTION, INC.**  
**PERSONNEL POLICIES AND PROCEDURES**  
*REVISED AND UPDATED Effective August 21, 2009*

**Declaration Form for Prospective Employees in Head Start Programs**