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**Subject: Forms Maintenance and Production**

**Source:**

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**Policy:** To ensure that maintenance and production of forms are handled correctly.

**Procedure**

1. All new forms and revisions of existing forms go to the Executive Director.
2. Upon approval by the Early Head Start Director, orders for the forms will be submitted to the Program Secretary.
3. Program Secretary will need the following information:
4.
  1. Name of form (English / Spanish)
  2. Number to be produced
  3. How many of that form need to be ordered.
5. Forms will be available in a central location at each center. The Management Team is responsible for maintaining the master forms book.