



Federal and state laws require us to tell you about your rights and responsibilities before we collect and use information about you that is classified as private or confidential. This page tells you about your rights and responsibilities and how the information from your Head Start Application is used. Please read it and save it with your records.

Why do we collect the information on the application?

- To identify you from other individuals or clients
- To determine your eligibility for program services
- To allow us to get federal or state funds for the services you receive
- To meet federal or state reporting requirements

What happens if you give or do not give us the information?

In most cases, you are not legally required to provide the information requested. If you are legally required to supply the information requested, you will be informed of the law which requires it.

What happens if you do not provide the needed information?

If you do not provide the information requested, we may not be able to determine your eligibility for the program.

Who else sees this information?

The information you provide will be shared with other employees or agents only when it is necessary to be shared for the administration and management of the program. The information will also be shared under the following circumstances:

- To individuals or agencies you authorize sharing via signing a valid consent for release of information
- To a court via a valid court order
- To administer federal funds or programs

We may share this information with State and local human services agencies; community based organizations; local and state public and private human service agencies; the Minnesota Department of Education; the United States Department of Labor; and the United States Department of Health and Human Services; and state and local educational programs, as allowed by law.

You have the right to:

- Know what information is maintained about you.
- View all public and private information about you maintained by this agency. This includes the right for you to authorize other persons or agencies to view it.
- Have data to which you have access explained to you.
- Request copies of the information to which you have access. You may be required to pay for the cost of those copies.
- Insert your own explanation of anything you object to in your record. That explanation will be attached any time information is shared with another agency.
- To question or discuss the eligibility determination in writing or by calling:

James Haugen, Head Start Director
West Central MN Communities Action, Inc.
411 Industrial Park Blvd.
Elbow Lake, MN 56531-0956
218-685-4486 or 1-800-492-4805

If you are not satisfied with the response, or would like to appeal the decisions made by the responsible authority, contact:

Commissioner of Administration
Data Practices Office
201 Administrative Building
50 Sherburne Ave
St. Paul MN 55155
800-657-3721