Department: Recordkeeping & Reporting	Effective Date: 08/20/2018	Procedure Number: 3630
Regulation Number: 1304.51(g); 1304.51(h)	Regulation Title: Recordkeeping & Reporting	Procedure Title: ChildPlus access request

Procedure: To request staff access to ChildPlus

1. Staff employment information **must first** be data entered in ChildPlus

    a. Tier 1 & Tier 2-the administrator for the direct service provider, or their designee, must submit MARC form 8021a per MARC HR procedure 8021. Form should be uploaded to SharePoint in the HR folder. *See Instructions for uploading documents to SharePoint Folder.*

    b. Tier 3-the direct service provider must enter staff employment information in ChildPlus

    c. MARC Head Start staff - A MARC manager must submit:

        i. MARC form 8021a to the MARC Head Start Quality Assurance Coordinator or MARC Head Start Organizational Manager for MARC employees

        ii. MARC form 8021e to the MARC Head Start Quality Assurance Coordinator or MARC Head Start Organizational Manager for MARC contracted employees

2. The appropriate MARC 3600 ChildPlus access request form must be submitted to the MARC Head Start Organizational Development Manager, only after employee information has been entered from the 8021a

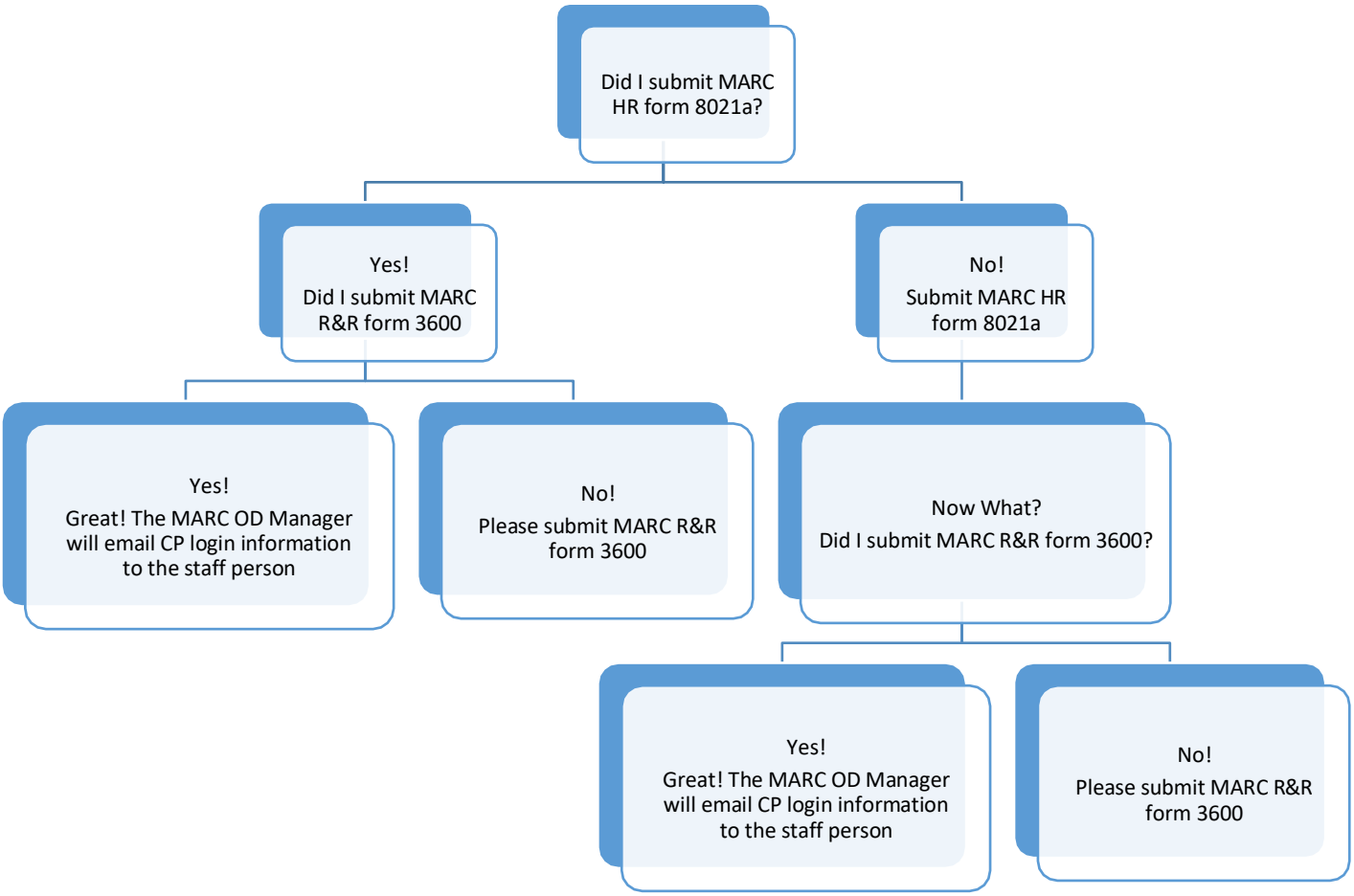
    a. Tier 1 & Tier 2-the administrator for the direct service provider, or their designee, must submit MARC form 3600 per MARC Recordkeeping & Reporting procedure 3600 for Tier 1 & Tier 2

    b. Tier 3-the Head Start Director or Quality Assurance Coordinator must submit MARC form 3600 per MARC Recordkeeping & Reporting procedure 3600 for Tier 3

    c. MARC Head Start staff – A MARC manager must submit MARC form 3600 to the Organizational Development Manager

Reviewed: 8/13/25

Tier 1 & Tier 2 direct service providers



Reviewed: 8/13/25