



NATIONAL HEAD START ASSOCIATION

1651 Prince Street  
Alexandria, VA 22314

(703) 739-7561  
[www.nhsa.org](http://www.nhsa.org)

## Disaster Relief Fund Guidelines

The Head Start Director must be responsible for ensuring the following:

- Accountability for funds.
- Disbursing funds as easily and quickly as possible.
- Funds are not used to duplicate other assistance programs.
- Funds requested should be in proportion to the need.
- Creating easy, short forms for fund recipients to certify and sign.
- Keeping proper records.
- Providing a final report to NHTA sixty (60) days after expending funds.

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I certify the information provided on this form is complete and accurate. These funds will be used as indicated and distributed in accordance with the Disaster Relief Fund Guidelines.

\_\_\_\_\_  
Head Start Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
Program Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
E-Mail