

## Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)

Performance Target (Goal)	Milestones (Activities)	Evaluation Tool/Method,	Person(s) Responsible	Timetable for Completion
<p>1305 Eligibility, Recruitment, Selection, Enrollment and Attendance</p> <p>1305.3 Determining Community Strengths</p> <p>1305.4 Age of Children and Family Income Eligibility</p> <p>1305.5 Recruitment of Children</p> <p>1305.6 Selection Process</p> <p>1305.7 Enrollment and Re-enrollment Process</p> <p>1305.8 Attendance</p> <p>1305.9 Policy on Fees</p> <p>1305.10 Compliance</p>				

OUTCOME: To identify, recruit, choose and enlist the children and families most in need of the program while assisting children and families to maintain full attendance.

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<p><b>1305.3</b> Determining Community Strengths and Needs</p> <p>(a) Each Early Head Start and Head Start grantee must identify its proposed service area in its Head Start Grant application and define it by county or sub county area, such as a municipality, town or census tract or federally recognized Indian reservation. With regard to Indian Tribes, the service area may include areas designated as near-reservation by the Bureau of Indian Affairs (BIA) or in the absence of such designation, a Tribe may propose to define its service area to include nearby areas where Indian children and their families native to the reservation reside, provided that the service area is approved by the Tribe's governing council. Where the service area of the Tribe includes a non - reservation area , and that area is also served by another Head Start grantee, the Tribe will be authorized to serve children from the families native to the reservation residing in the non reservation area as well as children from families residing on the reservation.</p> <p>(b)The grantees service area must be approved, in writing, by the responsible HHS official in order to assure that the service area is of reasonable size and, except in situations where a near reservation designation or otherexpanded service area has been approved for a Tribe, does not overlap with that of other Head Start grantees.</p>	<p>To identify the areas where children and families reside that are in the most need of Early Head Start / Head Start Programs.</p> <p>Submission of Grant application</p>	<p>Community Assessment completed every three years with an annual update as needed. Recruitment Intake Forms.</p> <p>Head Start / Early Head Start Grant</p>	<p>All Staff, Community Partners, Board of Directors and Policy Council.</p> <p>Executive Director, Administrative and Management Teams Policy Council Board of Directors</p>	<p>Full assessment every three years with an annual update as needed.</p> <p>Full Grant every three years with an annual update</p>

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<p>(c) Each Early Head Start and Head Start Grantee agency must conduct a community assessment within its service area once every three years. The community assessment must include the collection and analysis of the following information about the grantee's Early Head Start or Head Start area: estimated number, geographic location, and racial and ethnic composition:</p> <p>(1) The demographic make-up of Head Start eligible children and families, including their publicly funded State and local preschool programs, and the approximate number of Head Start eligible children served by each.</p> <p>(2) Other child development and child care programs that are serving Head Start eligible children, including publicly funded State and local preschool programs, and the approximate number of Head Start eligible children served by each:</p> <p>(3) The estimated number of children with disabilities four years old or younger, including types of disabilities and relevant services and resources provided to these children by community agencies:</p> <p>(4) Data regarding the education , health, nutrition and social service needs of Head Start eligible children and their families:</p> <p>(5) The education, health, nutrition and social service needs of Head Start eligible children and their families as defined by families of Head Start eligible children and by institutions in the community that serve young children:</p> <p>(6) Resources in the community that could be used to address the needs of Head Start eligible children and their families, including assessments of their availability and accessibility:</p>	<p>Obtain the most recent and accurate community demographics.</p> <p>Determine selection criteria for child selection by applying a point system reflective of current community trends.</p> <p style="text-align: center;">↓</p>	<p>Surveys, Information gathered from other Community Agencies, Internet searches. Community Forums</p> <p>Community Assessment Recruitment Application COPA Database</p> <p style="text-align: center;">↓</p>	<p>All Staff, Community Partners, Board of Directors and Policy Council. Community Residents</p> <p>All Staff</p> <p style="text-align: center;">↓</p>	<p>Ongoing</p> <p>Ongoing</p> <p style="text-align: center;">↓</p>

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<p>(d) The Early Head Start and Head Start grantee and delegate agency must use information from the Community Assessment to:</p> <p>(1) Help determine the grantee's philosophy, and its long range and short range program objectives;</p> <p>(2) Determine the type of component services that are most needed and the program option or options that will be implemented;</p> <p>(3) Determine the recruitment area that will be served by the grantee, if limitations in the amount of resources make it impossible to serve the entire service area;</p> <p>(4) If there are delegate agencies, determine the recruitment area that will be served by the grantee and the recruitment area that will be served by the delegate agency.</p> <p>(5) Determine appropriate locations for centers and the areas to be served by home based programs; and</p> <p>(6) Set criteria that define the types of children and families who will be given priority for recruitment and selection.</p> <p>(e) In each of the two years following the completion to determine whether there have been significant changes in the information described in paragraph (b) of this section. If so, the Community Assessment must be updated and the decisions described in paragraph (c) of this section must be reconsidered.</p> <p>(f) The recruitment area must include the entire service area, unless the resources available to the Head Start grantee are inadequate to serve the entire service area.</p>	<p>Assess long and short term goals and objectives</p> <p style="text-align: center;">↓</p> <p>Implement plan to reach those most in need based on Community Assessment findings</p> <p style="text-align: center;">↓</p> <p>Select and enroll those children and families with the highest need</p> <p style="text-align: center;">↓</p> <p>To have the most up to date and accurate information.</p> <p style="text-align: center;">↓</p> <p>Determine the areas within our funded service area that have the highest number of families in need based on the findings of the Community Assessment</p>	<p>Strategic Plan</p> <p style="text-align: center;">↓</p> <p>Recruitment plan Defined recruitment areas, Community Assessment and Recruitment Intakes</p> <p style="text-align: center;">↓</p> <p>Application Cover sheet (Selection Criteria), COPA database</p> <p style="text-align: center;">↓</p> <p>Community Assessment</p> <p style="text-align: center;">↓</p> <p>Community Assessment and Program Grant.</p>	<p>Leadership Staff, Policy Council and Board of Directors</p> <p style="text-align: center;">↓</p> <p>Leadership Staff</p> <p style="text-align: center;">↓</p> <p>ERSEA assistant Leadership Staff Policy Council</p> <p style="text-align: center;">↓</p> <p>Special Projects Coordinator Leadership Team Policy Council Board Of Directors</p> <p style="text-align: center;">↓</p> <p>Leadership Staff Policy Council Board of Directors HHS</p>	<p>Annually</p> <p style="text-align: center;">↓</p> <p>Ongoing</p> <p style="text-align: center;">↓</p> <p>Ongoing</p> <p style="text-align: center;">↓</p> <p>Ongoing</p> <p style="text-align: center;">↓</p> <p>Ongoing</p>

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<p>(g) In determining the recruitment area when it does not include the entire service area, the grantee must:</p> <p>(1) Select an area or areas that are among those having the greatest need for Early Head Start or Head Start services as determined by the Community Assessment; and</p> <p>(2) Include as many Head Start eligible children as possible within the recruitment area, so that:</p> <p>(i) The greatest number of Head Start eligible children can be recruited and have an opportunity to be considered for selection and enrollment in the Head Start program, and</p> <p>(ii) the head Start program can enroll the children and families with the greatest need for its services</p> <p>1305.4 Age of Children and Family Income Eligibility</p> <p>(a) To be eligible for Head Start services, a child must be at least three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located except in cases where the Head Start program's approved grant provides specific authority to serve younger children. Examples of such exceptions are programs serving children of migrant families and Early Head Start programs.</p> <p>(b) (1) At least 90 percent of the children who are enrolled in each Head Start program must be from low income families.</p> <p>(2) Except as provided in paragraph (b) (3) of this section up to ten percent of the children who are enrolled may be children from families that exceed the low income guidelines but who meet the criteria that the program has established for selecting such children and who would benefit from Head Start services.</p>	<p>Determine the areas within our funded service area that have the highest number of families in need based on the findings of the Community Assessment and Selection Criteria</p> <p>To ensure all children are age eligible and families meet current poverty guidelines, staff will verify age and income with appropriate and available documents that verifies proof of age and income</p> <p>To ensure our selection includes at least 90% of the children are from families with a low income an agency representative will view and verify a family's income prior to selection. Application accuracy and completeness will be checked by ERSEA Assistant</p>	<p>Recruitment Outreach Intakes Recruitment Materials</p> <p>Signed statement on Application stating that proof of age and income was viewed by designated staff of MVCAA. Signed statement on Application stating that all information is correct by parent or guardian.</p> <p>Application COPA database</p>	<p>All staff Policy Council Board of Directors</p> <p>All Staff Parent / Guardian</p> <p>Family Partnership Office ERSEA Assistant</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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<p>(3) A Head Start program operated by an Indian Tribe may enroll more than ten percent of its children from families that exceed whose incomes exceed the low income guidelines when the following conditions are met:</p> <p>(i) All children from Indian and non-Indian families living on the reservation that meet the low income guidelines who wish to be enrolled in the Head Start are served by the program:</p> <p>(ii) All children from income eligible Indian families native to the reservation living in non-reservation areas, approved as part of the Tribe's service area, who wish to be enrolled in Head Start are served by the program. In those instances in which the non-reservation areas are not served by another Head Start program, the Tribe must serve all the income eligible Indian and non-Indian children whose families wish to enroll them in the Head Start prior to serving over income children</p> <p>(iii) The Tribe has the resources within its Head Start grant or from other non-Federal sources to enroll children from families whose incomes exceed the low income guidelines without using additional funds from HHS intended to expand Head Start services; and</p> <p>(iv) At least 51 percent of the children to be served by the program are from families that meet the income-eligibility guidelines.</p> <p>(4) Programs that meet the conditions of paragraph (b) (3) of this section must annually set criteria that are approved by the Policy Council and the Tribal Council for selecting over-income children who would benefit from such a program.</p> <p>(c) The family income must be verified by the Head Start program before determining that a child is eligible to participate in the program.</p>	<p style="text-align: center;">N/A</p> <p>To ensure our selection includes at least 90% of the children from families with a low income. An agency designee will sign a statement on the application stating they have seen proper documents (<i>see paragraph (d) of this standard</i>) that determines a family being income eligible. Parent / guardian signs that this information is accurate and true.</p>	<p style="text-align: center;">N/A</p> <p>Enrollment Application COPA</p>	<p style="text-align: center;">N/A</p> <p>Family Advocate, Home Visitor, Health Specialist or designee Parent / guardian</p>	<p style="text-align: center;">N/A</p> <p>Ongoing</p>

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<p>(d) Verification must include examination of any of the following: Individual Income Tax Form 1040. W-2 forms, pay stubs, pay envelope, written statements from employers, or documentation showing current status as recipients of public assistance.(e) a signed statement by an employee of the Head Start program, identifying which of these documents was examined and stating that the child is eligible to participate in the program, must be maintained to indicate that income verification has been made.</p>	See Above	See Above	See Above	See Above
<p>1305.5 Recruitment of Children</p> <p>(a) In order to reach those most in need of Head Start services, each Head Start grantee and delegate agency must develop and implement a recruitment process that is designated to actively inform all families with Head Start eligible children within the recruitment area of the availability of services and encourage them to apply for admission to the program. This process may include canvassing the local community, use news releases and advertising, and use of family referrals from other public and private agencies.</p> <p>(b) During the recruitment process that occurs prior to the beginning of the enrollment year, a Head Start program must solicit applications from as many Head Start eligible families within the recruitment area as possible. If necessary, the program must assist families in filling out the application form in order to assure that all information needed for selection is completed.</p> <p>(c) Each program except migrant programs, must obtain a number of applications during the recruitment process that occurs prior to the beginning of the enrollment year that is greater than the enrollment opportunities that are anticipated to be available over the course of the next enrollment year in order to select those with the greatest need for Head Start services</p>	<p>Canvas and saturate the community with recruitment materials</p> <p>Staff complete application for family. Family signs application for accuracy and validity.</p> <p>Staff recruit and take applications throughout the year.</p>	<p>Recruitment Plan, posters, intakes, pamphlets, contact information</p> <p>Recruitment/Enrollment application</p> <p>Application, intake, COPA, waiting list</p>	<p>All Staff</p> <p>All Staff, parents</p> <p>All Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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<p>1305.6 Selection process</p> <p>(a) Each Head Start program must have a formal process for establishing selection criteria and for selecting children and families it considers all eligible applicants for Head Start services. The selection criteria must be based on those contained in paragraphs (b) and (c) of this section.</p> <p>(b) In selecting the children and families to be served, the Head Start program must consider the income of eligible families, the age of the child and the availability of kindergarten or first grade to the child, and the extent to which a child or family meets the criteria that each program is required to establish in Sec, 1305.6 (c) (6). Migrant programs must also give priority to children from families whose pursuit of agricultural work required them to relocate most frequently within the previous two-year period.</p> <p>(c) At least 10 percent of the total number of enrollment opportunities in each grantee and each delegate agency during an enrollment year must be made available to children with disabilities who meet the definition for children with disabilities in Sec. 1305.2(a). An exception to this requirement will be granted only if the responsible HHS official determines based on such supporting evidence as he or she may require, that the grantee made a reasonable effort to comply with this requirement but was unable to do so because there was an insufficient number of children with disabilities in the recruitment area who wished to attend the program and for whom the program was an appropriate placement based on their Individual Education Plans (IEP) or Individual Family Service Plans (IFSP), with services provided directly by Head Start or Early Head Start or in conjunction with other providers.</p> <p>(d) Each Head Start program must develop at the beginning of each enrollment and maintain during the year a waiting list that ranks children according to the program's selection criteria to assure that eligible children enter the program as vacancies occur.</p>	<p>ERSEA Assistant will screen applications to ensure age and income eligibility are accurate-giving priority to four year olds and children with disabilities.</p> <p>Additional points are applied to children with an IEP or IFSP on the application.</p> <p>Waiting lists are based on the selection criteria point system.</p>	<p>Applications, COPA, waiting list</p> <p>Application, COPA, Special Quest meeting minutes, HSAC meeting minutes</p> <p>COPA, Enrollment Application</p>	<p>F&amp;CP Office, ERSEA Assistant</p> <p>All Staff, Community Representatives</p> <p>All Staff, ERSEA Assistant</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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<p>.1305.7 Enrollment and re-enrollment</p> <p>(a) Each child enrolled in a Head Start program, except those enrolled in a migrant program, must be allowed to remain in Head Start until kindergarten or first grade is available for the child in the child's community, except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in family income and there is a child with a greater need for Head Start services.</p> <p>(b) A Head Start grantee must maintain its funded enrollment level. When a program determines that a vacancy exists, no more than 30 calendar days may elapse before the vacancy is filled. A program may elect not to fill a vacancy when 60 calendar days or less remain in the program's enrollment year.</p> <p>(c) If a child has been found to be income eligible and is participating in a Head Start program, he or she remains income eligible through that enrollment year and the immediately succeeding enrollment year. Children who are enrolled in a program receiving funds under the authority of Sec. 645A of the Head Start Act (programs for families with infants and toddlers, or Early Head Start) remain income eligible while they are participating in the program. When a child moves from a program serving infants and toddlers to a Head Start program serving children age three and older; the family income must be recertified.</p> <p>If one agency operates both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the agency's Early Head Start program, the agency must ensure, whenever possible, that the child receives Head Start services until enrolled in school.</p>	<p>A child will remain in Head Start until Kindergarten is available unless any of the following reasons are evident:          -Unable to locate child/family          -Extensive, unexplained absenteeism          -Income exceeds poverty guidelines and waiting list has children eligible based on need and income.          In each case, child/family will return to the waiting list unless/until child is no longer age eligible.</p> <p>Encourage families during application process to submit child's physical to lessen wait time in case of vacancy.</p> <p>Vacancies in 12 month classrooms are filled throughout the year.</p> <p>Vacancies in 10 month classrooms are not filled when 60 days or less remain in enrollment year.</p> <p>All applications are updated annually (applications on waiting list and those of enrolled children). Income is recertified when a child moves from EHS to HS or if a child has been in the Head Start program for more than two years.</p> <p>Every attempt is made to provide seamless services from EHS to HS. This is dependent upon availability of program slots.</p>	<p>Enrollment Application, Running Record, Attendance, Attendance Plan, Income Guidelines</p> <p>Enrollment Application, Physical, Waiting List, COPA</p> <p>Enrollment Application, COPA</p> <p>COPA, Transition Plan</p>	<p>All Staff</p> <p>All Staff, Parents</p> <p>All Staff, Parents</p> <p>All Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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<p>1305.8 Attendance</p> <p>(a) When the monthly average daily attendance rate in a center based program falls below 85 percent, a Head Start program must analyze the cause of the absenteeism. The analysis must include a study of the pattern of absences for each child, including the reasons for the absences that occur on consecutive days.</p> <p>(b) If the absences are the result of illness or if they are well documented absences for other reasons, no special action is required. If however, the absences result from other factors, including temporary family problems that affect the child's regular attendance, the must initiate appropriate family support procedures for all children with four or more consecutive unexcused absences. These procedures must include home visits or other direct contact with the child's parents. Contacts with the family must emphasize the benefits of regular attendance, while at the same time remaining sensitive to the family circumstances influencing attendance patterns. All contacts with the child's family as well as special family support services activities provided by the program must be documented.</p> <p>(c) In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or different program option, the child's slot must be considered a vacancy.</p>	<p>On the first day of a child's absence a phone call is made in an attempt to find out reason for absence. If the absence is the result of an illness, this is documented. If absences occur because of family problems, the Teacher and Family Advocate or designated staff meets with the family at the family's convenience to discuss circumstances and any family support services that the program can provide. Staff will emphasize the importance of regular attendance while being sensitive of each individual family's circumstance. All contacts are documented. If no resolution to family circumstances is possible, and family is not interested in working with staff to regain regular attendance, child may be placed back on the waiting list and that child's slot will be considered a vacancy.</p>	<p>Family Attendance Plan, Running Record, Daily Health Log, Home Visit Summaries, Attendance</p>	<p>All Staff</p>	<p>As Needed</p>

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<p>1350.9 Policy on Fees</p> <p>A Head Start program may not prescribe any fee schedule or otherwise provide for the charging of any fees for participation in the program. If the family of a child determined to be eligible for participation by a Head Start program volunteers to pay part or all of the costs of the child's participation, the Head Start program may accept the voluntary payments and record the payments as program income.</p> <p>Under no circumstances shall a Head Start program solicit, encourage, or in any other way condition a child's enrollment or participation in the program upon the payment of a fee.</p> <p>1305.10 Compliance</p> <p>A grantee's failure to comply with the requirements of this Part may result in a denial of refunding or termination in accordance with 45 CFR part 1303.</p>	<p>Our program does not solicit, encourage or in any other way condition a child's enrollment or participation in the program upon the payment of a fee.</p>			

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