



Policies & Procedures

Revision Index

		Revision Date	Change Required?	Description of Revisions Required
Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)				
1	Determining Community Strengths and Needs	03/12/15	Yes	1) Minor edit, update of Education Excellence Committee to now reflect Economic and Community Development Committee
2	Recruitment of Children	03/12/15	Yes	1) Removed MOU with LEA regarding disability services as it is included in our contract; 2) removed wording Bexar County to reflect “the service area;” 3) added documents are to be scanned to each application in ChildPlus.
3	Eligibility	03/12/15	Yes	1) Updated percentage 100% to 125% to reflect the Federal Poverty Guidelines; 2) Added Early Head Start clarification on eligibility; 3) Removal of TANF/SSI per 1305 ERSEA Federal Standard updates
4	Selection	03/12/15	Yes	1) Minor edits; 2) added documents are to be scanned to each application in ChildPlus
5	Enrollment and Re-enrollment	03/12/15	Yes	1) Minor edits for clarification; 2) children eligible with a documented disability
6	Attendance	03/12/15	Yes	1) Minor edits; clarify attendance follow up with families to initiate support procedures.
7	Fees	06/17/14	No	
8	Violation of Eligibility Determination Regulations	03/12/15	New	1) Address the violation of eligibility determination regulations per 1305 ERSEA Federal Standard updates
9	Eligibility and Determination Records	03/12/15	New	1) Maintain eligibility determination records for any child enrolled per 1305 ERSEA Federal Standard updates
10	Training	03/12/15	New	1) Develop a system to provide training on Head Start eligibility per 1305 ERSEA Federal Standard updates