

 2018-2019 Head Start Policy Index		Change Required?	Description of Revisions Required
Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)			
1	Determining Community Strengths & Needs	No	
2	Recruitment of Children	No	
3	Eligibility	Yes	Minor edits; Adjusted the percentage of poverty guidelines from 125% to 130% to reflect Head Start Program Performance Standards (HSPPS); updated to reflect HSPPS regarding age; Clarified district residency requirements.
4	Selection	Yes	Minor edits; Adjusted time period allowed for selections; Adjusted the percentage of poverty guidelines from 125% to 130% to reflect HSPPS; Adjusted priority for younger children to reflect HSPPS.
5	Enrollment	Yes	Clarified verbiage for enrollment within 30 days of program start date; Addition: Verbiage to support 3% reserved slots in support of McKinney Vento to reflect HSPPS.
6	Attendance	Yes	Edits; To clarify HSPPS; Removed “contact within one hour of program start time” replaced with “must attempt to contact”. Addition: Verbiage to support special circumstance attendance
7	Policy on Fees	No	
8	Violation of Eligibility Determination Regulations	No	
9	Records	No	
10	Training	No	
11	Suspension and Expulsion	No	

		DHS, Head Start Program Policy			
ERSEA 3					
SUBJECT		Eligibility			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		02/01/2017			
Policy Council Approval: 1/24/17		Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17	
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Policy:

The application process must be completed prior to determining a child's eligibility into the Head Start Program. Selection is based solely on the following categories:

- **Age Requirements:**

- Educational Service Providers must verify age. Children must be at least 3 years old or turn 3 years old on or before September 1st and be no older than the age required to attend school to be eligible for Head Start services. Exceptions may be made for children with disabilities. For Early Head Start-Child Care Partnership (EHS-CCP), a child must be an infant or toddler younger than three years old. Children who transition from Early Head Start to Head Start are exempt from age eligibility requirements.
- A child may remain in EHS-CCP program, following his or her third birthday, until he or she can transition into the DHS Head Start Program or another program. Children not transitioning to a Head Start Program may remain in the program until the end of the program term.
- If a child transitions from an EHS-CCP Program to a Head Start Program, the family's income must be re-verified.

- **Eligibility Requirements:**

- Family's income is equal to or below the poverty guideline; or
- Family is eligible for or in the absence of child care would be potentially eligible for public assistance, including TANF child only payments; or
- Children who are in foster/kinship care or children who are homeless are eligible for the Head Start Programs services regardless of income.

- **Additional Allowances:**

- Families with an income at or below 130% of the *Federal Poverty Guidelines* may be eligible for enrollment in the Head Start Programs. The total number of families with income from 101%-130% of the *Federal Poverty Guidelines* must not exceed 35% of the total funded enrollment. Families with an income above



130% of the *Federal Poverty Guidelines* may be eligible for enrollment in the Head Start Programs by meeting the Children with Disabilities selection criteria. The total number of families with an income above 130% of the *Federal Poverty Guidelines* must not to exceed 10% of total funded enrollment. Exceptions must be approved by the grantee's administrator;

- **Residency:**

- Children applying for the Head Start Programs must reside within the Edgewood or San Antonio Independent School District service area or qualify under the McKinney Vento Act.

Performance Standard:

1302.12; City Policy ERSEA 4

	DHS, Head Start Program Policy		
ERSEA 3			
SUBJECT	Eligibility		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
PAGE: 1 of 2			

Policy:

The ~~entire~~ application process must be completed prior to determining a child's eligibility into the Head Start Program. Selection is based, ~~which shall be based~~ solely on the following categories:

- **Age Requirements:**

- Educational Service Providers must verify age. Children must be at least 3 years old or who turn 3 years old on or before September 1st and be no older than the age required to attend school to be ~~are~~ eligible for Head Start services. ~~in the Head Start Program.~~ Exceptions may be made for children with disabilities. For Early Head Start-Child Care Partnership (EHS-CCP), a child must be an infant or toddler younger than three years old. Children who transition from Early Head Start to Head Start are exempt from age eligibility requirements.
- A child may remain in Early Head StartEHS-CCP program, following his or her third birthday, until he or she can transition into the DHS² Head Start Program or another program. Children not transitioning to a Head Start Program may remain in the program until the end of the program term.
- If a child transitions moves from an Early Head StartEHS-CCP Program to a Head Start Program, the family's income must be re-verified.

- **Eligibility RequirementsIncome:**

- Family's income is equal to or below the poverty guideline;
- Families with an income at or below 125% of the Federal Poverty Guidelines may be eligible for enrollment in the Head Start Programs. The total number of families with income from 101% -125% of the Federal Poverty Guidelines must not exceed 35% of the total funded enrollment. Families with an income above 125% of the Federal Poverty Guidelines may be eligible for enrollment in the Head Start Programs by meeting the Children with Disabilities selection criteria. The total number of families with an income above 125% of the Federal Poverty Guidelines must not to exceed 10% of total funded enrollment. Exceptions must be approved by the grantee's administrator or.

Eligibility Requirements:

- ~~Family's income is equal to or below the poverty guideline; or~~
- Family is eligible for or in the absence of child care would be potentially eligible for public assistance, including TANF child only payments; or
- Children who are in foster/kinship care or children who are homeless are eligible for the Head Start Programs services regardless of income.

Additional Allowances:



- Families with an income at or below 130% of the *Federal Poverty Guidelines* may be eligible for enrollment in the Head Start Programs. The total number of families with income from 101%-130% of the *Federal Poverty Guidelines* must not exceed 35% of the total funded enrollment. Families with an income above 130% of the *Federal Poverty Guidelines* may be eligible for enrollment in the Head Start Programs by meeting the Children with Disabilities selection criteria. The total number of families with an income above 130% of the *Federal Poverty Guidelines* must not to exceed 10% of total funded enrollment. Exceptions must be approved by the grantee's administrator;

Residency:

- Children applying for the Head Start Programs must reside within the Edgewood or San Antonio Independent School District service area or qualify under the McKinney Vento Act.

Performance Standard:

1302.12; City Policy ERSEA 4

		DHS, Head Start Program Policy			
ERSEA 4					
SUBJECT		Selection			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		02/01/2017			
Policy Council Approval: 1/24/17		Policy Council Revision: 1/24/17		Governing Body Approval: 2/20/17	
				Governing Body Revision: 2/20/17	
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Policy:

Head Start Programs will select the neediest children without regard for race, gender, disability, or creed in accordance with Head Start Performance Standards, Head Start Act and the Head Start Programs ERSEA policies.

If a child is declared eligible, his or her selection will be based on points received from the Selection Criteria Point System which is developed from the Community Assessment and approved by the Policy Council and governing body. To ensure the neediest children are selected for the program, a minimum of two separate selection events must occur with selection of the final 10 percent of slots occurring no sooner than March of each year.

- **Income eligible** - Using the point system, Education Service Providers will first enroll only children whose family income is at or below 130% of the *Federal Poverty Guideline* or those who are eligible for or, in the absence of child care, would be potentially eligible for public assistance; or children who are homeless or in foster care and/ or those with the following exceptions:
 - **Children with Disabilities-** To comply with Head Start's requirement of having 10 percent of actual enrollment be children with diagnosed disabilities, Education Service Providers must give first priority to children with diagnosed disabilities during the selection process. This priority will stay in effect until 10 percent of enrolled children are children with disabilities and will be granted as follows:
 1. Income eligible children with diagnosed disabilities with a current Individualized Education Plan (IEP)
 2. Over-income children with diagnosed disabilities with a current Individualized Education Plan (IEP)
 3. Income eligible children with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/ or letter from a licensed professional

4. Over-income children with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/ or letter from a licensed professional



All IEPs, IFSPs and letters from a licensed professional must be reviewed and verified by the Education Service Providers Disability Coordinator. All supporting documentation must be scanned and attached in Child Plus.

- **Children identified as Limited English Proficient (LEP)** - To place children who speak a language other than English in the appropriate language classrooms, the Education Service Providers may create a bilingual classroom. At the point a classroom is designated as bilingual and, in order to fill all vacancies in that classroom, Education Service Providers may select the next child identified as LEP on their waiting list even if that child has fewer points or is over-income.
- **Over Income** – Education Service Providers must receive approval from the Head Start Program Administrator prior to enrolling an over income child unless the child has a diagnosed or suspected disability. Excluding this priority, Education Service Providers may select over-income children after demonstrating to the Head Start Program they have conducted outreach and exhausted all resources to enroll income eligible children, families eligible for or in the absence of child care, would be potentially eligible for public assistance, children who are homeless or in foster care.
- **Tiebreaker** - In cases where families have the same point total for the same slot, priority will be given to the younger child.
- **Bilingual Classrooms** – Children must be determined as English Language Learners to participate in a bilingual classroom.
- **Notification** – Education Service Providers will notify families that their child has been selected for the Head Start Program. Parents will be informed they must still complete the enrollment process before their child is enrolled in the program.

Performance Standard:

1302.14H.S Act Sec. 642 (c) (2)(d) (ii)

City Policy ERSEA 5

	DHS, Head Start Program Policy		
ERSEA 4			
SUBJECT	Selection		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
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If a child is declared eligible, his or her selection will be based on points received from the Selection Criteria Point System which is developed from the Community Assessment and approved by the Policy Council and governing body. To ensure the neediest children are selected for the program, a minimum of two separate selection events must occur with selection of the final 10 percent of slots occurring happening no sooner than March June of each year.

- **Income eligible** - Using the point system, Education Service Providers will first enroll only children whose family income is at or below 130% 125% of the *Federal Poverty Guideline* or those who are eligible for or, in the absence of child care, would be potentially eligible for public assistance; or children who are homeless or in foster care and/ or those with the following exceptions:
 - **Children with Disabilities-** To comply with Head Start's requirement of having 10 percent of actual enrollment be children with diagnosed disabilities, Education Service Providers must give first priority to children with diagnosed disabilities during the selection process. This priority will stay in effect until 10 percent of enrolled children are children with disabilities and will be granted as follows:
 1. Income eligible children with diagnosed disabilities with a current Individualized Education Plan (IEP)
 2. Over-income children with diagnosed disabilities with a current Individualized Education Plan (IEP)
 3. Income eligible children with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/ or letter from a licensed professional



4. Over-income children with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/ or letter from a licensed professional

All IEPs, IFSPs and letters from a licensed professional must be reviewed and verified by the Education Service Providers Disability Coordinator. All supporting documentation must be scanned and attached in Child Plus.

- **Children identified as Limited English Proficient (LEP)** - To place children who speak a language other than English in the appropriate language classrooms, the Education Service Providers may create a bilingual classroom. At the point a classroom is designated as bilingual and, in order to fill all vacancies in that classroom, Education Service Providers may select the next child identified as LEP on their waiting list even if that child has fewer points or is over-income.
- **Over Income** – Education Service Providers must receive approval from the Head Start Program Administrator prior to enrolling an over income child unless the child has a diagnosed or suspected disability. Excluding this priority, Education Service Providers may select over-income children after demonstrating to the Head Start Program they have conducted outreach and exhausted all resources to enroll income eligible children, families eligible for or in the absence of child care, would be potentially eligible for public assistance, children who are homeless or in foster care.
- **Tiebreaker** - In cases where families have the same point total for the same slot, priority will be given to the younger/older child.
- **Bilingual Classrooms** – Children must be determined as English Language Learners to participate in a bilingual classroom.
- **Notification** – Education Service Providers will notify send written notification to all families that their child has been selected for the Head Start Program. who applied confirming whether or not their child has been selected for Head Start Services. If selected, pParents will be informed –they must still complete the enrollment process before their child is enrolled in the program. Children not selected will be given information on other programs for which they may qualify.

Performance Standard:

1302.14H.S Act Sec. 642 (c) (2)(d) (ii)
City Policy ERSEA 5

		DHS, Head Start Program Policy			
ERSEA 5					
SUBJECT		Enrollment			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		02/01/2017			
Policy Council Approval: 1/24/17		Policy Council Revision: 1/24/17		Governing Body Approval: 2/20/17	
				Governing Body Revision: 2/20/17	
PAGE: 1 of 1					

Policy:

All forms must be completed and any necessary documents obtained prior to enrollment of a child in Head Start programs:



- **Each provider will be fully enrolled within 30 days of program start date and must fill any vacancies within 30 days.**
- If a child is determined eligible and is enrolled in the Head Start program, he or she remains eligible through that enrollment year and the immediate succeeding enrollment year; however, all children must go through the re-certification process prior to enrolling for a third year.
- Only kindergarten-eligible children with a documented disability and Individualized Education Plan (IEP) may maintain enrollment in Head Start for an additional year. The child's IEP must include placement in a Preschool Program for Child with Disabilities, or PPCD. Education Service Providers must implement a system to document the following statement in Child Plus in the Enrollment Module under the Eligibility Notes for any kindergarten-eligible child enrolling in Head Start for an additional year: *It has been determined that this child should be enrolled in a Head Start/ PPCD classroom. Placement in a PPCD classroom is documented on the child's IEP, and the parents/guardians agree to enroll the child in Head Start for an additional year.*
- Children with a documented disability and Individual Family Service Plan (IFSP) may be enrolled in the Early Head Start Program. The Disability Coordinator must implement a system to document receipt of IFSP and upload the IFSP documentation in Child Plus. The Disability Coordinator must annotate the following statement in Child Plus in the Enrollment Module under the Eligibility notes: *Received Individualized Family Service Plan (IFSP) from (agency).*
- Education Service Providers may request to reserve slots for children experiencing homelessness and children in foster care when a vacancy occurs. Educational Service

Providers must receive approval from the Head Start Administrator prior to reserving slots. No more than three percent (3%) of funded enrollment slots may be reserved.

- i. Educational Service Providers must fill all reserved slots within 30 days. If not filled the slots become vacant. From the time the reserved slots become vacant, the Education Service Provider must fill the slots as soon as possible, not to exceed 30 days.

Performance Standard:

1302.15

	DHS, Head Start Program Policy		
ERSEA 5			
SUBJECT	Enrollment		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
PAGE: 1 of 1			

Policy:



All forms must be completed and any necessary documents obtained prior to ~~official~~ enrollment of a child in Head Start programs:

- **Each provider will be fully enrolled within 30 days of program start date and must fill any vacancies within 30 days. and have all children entered into ChildPlus prior to the first day of school or program year.**
- If a child is determined eligible and ~~the child~~ is enrolled in the Head Start program, he or she remains eligible through that enrollment year and the immediate succeeding enrollment year; however, all children must go through the re-certification process prior to enrolling for a ~~third~~ year.
- Only kindergarten-eligible children with a documented disability and Individualized Education Plan (IEP) may maintain enrollment in Head Start for an additional year. The child's IEP must include placement in a Preschool Program for Child with Disabilities, or PPCD. Education Service Providers must implement a system to document the following statement in Child Plus in the Enrollment Module under the Eligibility Notes for any kindergarten-eligible child enrolling in Head Start for an additional year: *It has been determined that this child should be enrolled in a Head Start/ PPCD classroom. Placement in a PPCD classroom is documented on the child's IEP, and the parents/guardians agree to enroll the child in Head Start for an additional year.*
- Children with a documented disability and Individual Family Service Plan (IFSP) may be enrolled in the Early Head Start Program. The Disability Coordinator must implement a system to document receipt of IFSP and upload the IFSP documentation in Child Plus. The Disability Coordinator must annotate the following statement in Child Plus in the Enrollment Module under the Eligibility notes: *Received Individualized Family Service Plan (IFSP) from (agency).*

- Education Service Providers may request to reserve slots for children experiencing homelessness and children in foster care when a vacancy occurs. Educational Service Providers must receive approval from the Head Start Administrator prior to reserving slots. No more than three percent (3%) of funded enrollment slots may be reserved.
 - Educational Service Providers must fill all reserved slots within 30 days. If not filled, then the slots becomes vacant. From the time the reserved slots becomes vacant, the delegate Education Service Provider must fill the slots as soon as possible, to not to exceed 30 days.
 - i. If the vacancy is an empty slot, a slot the Educational Service Provider never filled, then the Education Service Provider delegate may reserve a slot for no more than 30 days from the class start date.

Performance Standard:

1302.15

	DHS, Head Start Program Policy		
ERSEA 6			
SUBJECT	Attendance		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
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Policy:

Education Service Providers will insure daily attendance and absences are recorded in the Child Plus data tracking system. The Education Service Providers must implement a process to attempt to contact the parent/guardian for any unexpected absences to ensure the child's well-being. If the parent/guardian has informed the program of a child's absence due to illness or other reasons, no special action is required. If the parent/guardian has not informed the program of a child's absences within one hour of program start time, staff must attempt to contact the parent/guardian. If the child has been absent for two consecutive days and the absences are unexplained or the child has multiple unexplained absences, a home visit and/or other direct contact with the child's parent/guardian must be conducted by the Family Support Worker to determine the cause of the absences. The Family Support Worker will assist the family in removing barriers to child's attendance and promote the child's regular attendance. All contact or attempted contact and home visits with parents/guardians must be documented in Child Plus.

When contact with families such as telephone or a home visit are not successful, program staff will reach out to families by other means, such as email, text messaging, postal mail, or other method.

Within the first 60 days of the program year and thereafter, Education Service Providers must conduct an analysis utilizing individual child attendance data to identify children at risk of missing 10% of program days per year. Providers must then identify reasons for absenteeism and develop strategies to improve attendance of children at risk. Strategies may include direct contact with parents or intensive case management. All efforts and contact with parents must be documented in Child Plus.

When absences result from temporary family situations that affect a child's regular attendance, Education Service Providers must initiate support procedures for the affected families. When absences result from special circumstances, the Education Service Provider must inform the City of San Antonio.

In circumstances where chronic absenteeism persists and the program has made appropriate efforts to reengage the family and attendance does not resume, with the Head Start Administrator's

authorization, the child's slot must be considered vacant.

When the monthly average daily attendance rate falls below 85%, the Education Service Provider must analyze the causes of absenteeism and determine the systemic issues contributing to the program's absentee rate. Education Service Providers must implement a process, utilizing absenteeism data to identify program strengths and needs and implement a plan to continuously evaluate compliance of performance standards. The aggregated data must be analyzed a minimum of three times a year to either strengthen or adapt strategies to improve attendance and must be reported to the Head Start Program.



Education Service Providers must support homeless eligible children by allowing attendance up to 90 days, or as allowed under state licensing requirements, without immunization and other records. Programs must give families reasonable time to present documents and work with families to obtain immunizations to comply with state requirements.

Education Service Providers must assist with coordinating transportation services for homeless children experiencing absenteeism due to transportation to and from their campuses.

Education Service Providers and Family Support Workers will emphasize and provide information about the benefits of regular attendance, support families to promote regular attendance, and assist families with referrals for services that will enhance attendance. All contact including home visits made by a Family Support Workers and/or the education staff must be well documented in Child Plus.

Performance Standard:

1302.16 (a) (1-3) (b); 1302.102 (b-c)

		DHS, Head Start Program Policy			
ERSEA 6					
SUBJECT		Attendance			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		02/01/2017			
Policy Council Approval: 1/24/17		Policy Council Revision: 1/24/17		Governing Body Approval: 2/20/17	
				Governing Body Revision: 2/20/17	
PAGE: 1 of 1					

Policy:

~~The~~ Education Service Providers will ~~insure—daily~~insure daily attendance and ~~absences are~~absences are recorded in the Child Plus data tracking system. ~~—To ensure children are safe, The~~ Education Service ~~providers—Providers~~ must implement a process to attempt to contact the parent/guardian ~~within one hour of program start time~~ for any unexpected absences to ensure the child's well-being. If the ~~parent/guardian has informed the program of a child's absence due to absences are a result of~~ illness or ~~if they are well documented absences for other reasons~~reasons, or the parent/guardian has informed the program, no special action is required. If the parent/guardian has not informed the program of a child's absences within one hour of program start time, staff must attempt to contact the parent/guardian. If the child has been absent for ~~two consecutive~~two consecutive days and the absences are unexplained ~~absences~~ or ~~the child~~ has multiple unexplained absences, ~~a home visit and/or other direct contact with the child's parent/guardian family must be conducted by~~conducted by the Family Support Worker to determine the cause ~~of the absences. The Family Support Worker will and~~ assist the family in removing barriers to child's attendance and promote the child's regular attendance. All contact or attempted contact and home visits with parents/guardians must be documented in Child Plus.

When ~~direct~~ contact with families such as ~~by~~ telephone or ~~a~~ home visit are not successful, ~~the~~ program staff ~~will~~ reaches out to families by other means, such as e-mail, text messaging, postal mail, ~~notes sent home~~ or other method.

Within the first 60 days of the program year and thereafter, Education Service Providers must conduct an analysis utilizing individual child attendance data to identify children at risk of missing 10% of program days per year. Providers must then identify reasons for absenteeism and develop strategies to improve attendance of children at risk. Strategies may include direct contact with parents or intensive case management. All efforts and contact with parents must be ~~well~~ documented in Child Plus.

When absences result from temporary family situations that affect a child's regular attendance, Education Service Providers must initiate support procedures for the affected families. When absences result from special circumstances, the Education Service Provider must

inform the City of San Antonio.

In circumstances where chronic absenteeism persists and the program has made appropriate efforts to reengage the family and attendance does not resume, with the Head Start Administrator's authorization, the child's slot must be considered vacant. ~~with the Head Start Administrator's authorization.~~

When the monthly average daily attendance rate falls below 85%, the Education Service Provider must analyze the causes of absenteeism and determine ~~the systematic~~ systemic issues contributing to the program's absentee rate. Education Service ~~providers~~ Providers must implement a process, utilizing absenteeism data, to identify program strengths and needs and implement a plan to continuously evaluate compliance of performance standards. The aggregated data must be analyzed a minimum of three times a year to either strengthen or adapt strategies to improve attendance and must be reported to the Head Start Program.


Education Service Providers must support homeless eligible children by allowing attendance up to 90 days, or as allowed under state licensing requirements, without immunization and other records. Programs must give families reasonable time to present documents and work with families to obtain immunizations to comply with state requirements.


Education Service Providers must assist with coordinating ~~utilize community resources, where possible, to provide~~ transportation services for ~~to~~ homeless children experiencing absenteeism due to transportation to and from their classes ~~campuses~~.


Education Service Providers s and Family Support Workers will emphasize and provide information about the benefits of regular attendance, support families to promote regular attendance, and assist ~~the families~~ y with referrals for services that will enhance attendance. All contact including home visits ~~made by a Family Support Workers~~ s and/or the education staff must be well documented in Child Plus.

Performance Standard:

~~1302.06;~~ 1302.16 (a) (1-3) (b); 1302.102 (b-c)

 2018-2019 Early Head Start-Child Care Partnership Policy Index		Change Required?	Description of Revisions Required
Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)			
1	Determining Community Strengths & Needs	Yes	<p>Updated full Community Assessment process to be conducted every 5 years, with annual updates.</p> <p>Additions: Information related to children experiencing homelessness, foster care, types of disabilities and services, incarcerated adults/parents/guardians, other child care programs that serve eligible children, and strengths of the community to reflect the Head Start Program Performance Standards (HSPPS).</p>
2	Recruitment of Children	Yes	<p>Deletions: English Language Learners wording; Identifying children who are in Preschool Programs for children with disabilities (PPCD) classrooms that qualify for Head Start Programs as it does not pertain to the Early Head Start-Child Care Partnership (EHS-CCP) program.</p> <p>Additions: Children receiving Child Care Subsidies.</p>
3	Eligibility	Yes	<p>Deletions: Educational Service Providers must verify age; Children who turn 3 years old on or before September 1st are eligible for Head Start services in the Head Start Program; Exceptions may be made for children with disabilities, as it does not pertain to the EHS-CCP program.</p> <p>Additions: Children not transitioning into the DHS Head Start Program may remain in the program until the end of the term. Children must reside or the parents/guardians must work within the San Antonio or Edgewood Independent School Districts.</p> <p>Updated the Federal Poverty Guideline from 125% to 130%.</p>
4	Selection	Yes	<p>Additions: Language including working families and families eligible to receive Child Care Subsidy (CCS).</p> <p>Deletions: To ensure the neediest children are selected for the program, a minimum of two separate selection events must occur with selection of the final 10 percent of slots happening no sooner than June of each year. Income eligible children with diagnosed disabilities with a current Individualized Education Plan (IEP) and Over -income children with diagnosed disabilities with a current Individualized Education Plan (IEP) as it does not pertain to the EHS-CCP Program. Children identified as Limited English Proficient and Bilingual Classrooms. Education Service Providers will send written notification for all selected. EHS-CCP program makes direct contact to inform families. Children not selected will be given information on other programs for which they may qualify. For EHS-CCP children remain on the waitlist, as it does not pertain to the EHS-CCP Program.</p> <p>Updated Family income changed from 125% to 130% of the Federal Poverty Guidelines. Tiebreaker changed from older child to younger child.</p>
5	Enrollment	Yes	<p>Deletions: All children must go through the re-certification process prior to enrolling for a third year - children in the EHS-CCP remain eligible until they age out of the program. Language that pertains to the HS Pre-K program.</p>
6	Attendance	Yes	<p>Updated to align with Head Start Program Performance Standards;</p> <p>Deletions: Must contact parent within one hour of program start time to EHS-CCP must implement a process to attempt to contact parent/guardian. The aggregated data must be analyzed a minimum of three times a year to either strengthen or adapt strategies to improve attendance and must be reported to the Head Start Program. EHS-CCP reviews data monthly. Education Service Providers removed as it is the EHS-CCP program.</p>

 2018-2019 Early Head Start-Child Care Partnership Policy Index		Change Required?	Description of Revisions Required
7	Policy on Fees	Yes	<p>Additions: Service providers may charge parent fee if child is dually enrolled in the CCS program.</p> <p>Deletions: Education Service Providers may not charge fees for field trips or other activities and events. The Head Start EHS-CCP Programs provides adequate funding for all field trips to include parental participation and meals - EHS-CCP program does not do field trips.</p>
8	Violation of Eligibility Determination Regulations	Yes	Additions: Consequences for parents providing false information or documentation.
9	Eligibility and Determination Records	Yes	Additions: Child Care Service Providers
10	Training	Yes	Deletions: Educational Service Providers. Methods on how to collect and complete eligibility (removed information , added documentation)
11	Suspension and Expulsion	Yes	Additions: In collaboration with the parents; other community resources should be considered if appropriate.

	DHS, Early Head Start-Child Care Partnership		
ERSEA 1			
SUBJECT	Determining Community Strengths & Needs		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/17/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
PAGE: 1 of 2			

Policy:

The Head Start Program, Pre-K and the Early Head Start-Child Care Partnership (EHS-CCP) programs, will perform a Community Assessment every five years, with updates conducted annually of the five year cycle. Results from the Community Assessment will be used to ensure community strengths and needs identified are adequately met by Head Start services

The Head Start Program will comply with Head Start Performance Standards regarding completion of a Community Assessment and associated updates. Results from the Community Assessment will be used annually to reassess long and short range objectives; program option and services provided; recruitment areas; center locations; and criteria that assign priority to children and families.

The Community Assessment will include information related to:

- Demographic data on Head Start eligible children and families
- Children experiencing homelessness
- Children in foster care
- Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies
- Education, health, nutrition and social service needs of Head Start eligible children and their families
- Incarcerated adults/parents/guardians
- Other child care programs that serve eligible children
- Community resources
- Strengths of the community

Community Assessments and all updates will be approved by the Head Start Policy Council and the Community Health and Equity Committee, Governing Body.

Results from the Community Assessment and updates will be analyzed, as required by Head Start Performance Standards to:

- Revise program philosophy, as needed, and develop short and long term goals and objectives
- Determine program option and services
- Establish recruitment areas for the EHS-CCP program and contracted Child Care Service Providers
- Determine appropriate center locations

- Set criteria for determining which children and families will receive priority for recruitment and selection

If resources are determined to be inadequate to meet the needs of the entire service area, the EHS-CCP program will request permission from the Federal Regional Office to revise the recruitment area to select the areas that have the greatest need for EHS-CCP program services, as determined by the Community Assessment.

Changes resulting from analysis of Community Assessment findings may impact long and short range goals and objectives; placement of EHS-CCP child care centers; program options and services provided; criteria for selection of children; recruitment areas; and allocation of enrollment slots by service area.

Performance Standard:

1302.11



DHS, DHS, Early Head Start-Child Care Partnership Head Start Program Policy



ERSEA 1

SUBJECT	Determining Community Strengths & Needs		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/17/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
PAGE: 1 of 2			

Policy:

The ~~City of San Antonio EHS-CCP~~ Head Start ~~Program~~ Program, Pre-K and the Early Head Start-Child Care Partnership (EHS-CCP) programs, will perform a Community Assessment every ~~three-five~~ years, with updates conducted ~~annually the second and third years~~ of the ~~three-five~~ year cycle. Results from the Community Assessment will be used to ensure community strengths and needs identified are adequately ~~integrated met by Head Start services~~.

The ~~City of San Antonio EHS-CCP Head Start~~ Head Start Program will comply with Head Start Performance Standards regarding completion of a Community Assessment and associated updates. Results from the Community Assessment will be used annually to reassess long and short range objectives; program option and services provided; recruitment areas; center locations; and criteria that assign priority to children and families.

The Community Assessment will include information related to:

- Demographic data on Head Start eligible children and families
- Children experiencing homelessness
- Children in foster care
- Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies
- Education, health, nutrition and social service needs of ~~EHS-CCP~~ Head Start eligible children and their families
- Incarcerated adults/parents/guardians
- Other child care programs that serve eligible children
- Community resources
- Strengths of the community

Community Assessments and all updates will be approved by the Head Start Policy Council and the Community Health and Equity Committee, Governing Body.

Results from the Community Assessment and ~~u~~Updates will be analyzed, as required by Head Start Performance Standards to:

- Revise program philosophy, as needed, and develop short and long term goals and objectives

- Determine program option and services
- Establish recruitment areas for the ~~City of San Antonio~~ EHS-CCP ~~Head Start P~~rogram and contracted Child Care Service Providers
- Determine appropriate center locations
- Set criteria for determining which children and families will receive priority for recruitment and selection


If resources are determined to be inadequate to meet the needs of the entire service area, the ~~City of San Antonio~~-EHS-CCP ~~Head Start p~~rogram will request permission from the Federal Regional Office to revise the recruitment area to select the areas that have the greatest need for EHS-CCP ~~Head Start P~~rogram services, as determined by the Community Assessment.

Changes resulting from analysis of Community Assessment findings may impact long and short range goals and objectives; placement of EHS-CCP ~~Head Start-child care~~ centers; program options and services provided; criteria for selection of children; recruitment areas; and allocation of enrollment slots by service area.

Performance Standard:

~~1305.3(c,d,e)~~

1302.11

	DHS, Early Head Start-Child Care Partnership		
ERSEA 2			
SUBJECT	Recruitment of Children		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/17/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
PAGE: 1 of 2			

Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program and Child Care Service providers will actively search for and recruit families most in need of EHS-CCP services including children with disabilities, those who are homeless, in foster care, children receiving Child Care Subsidies, and other vulnerable children. A recruitment plan will be developed each year and approved by the Head Start Policy Council.

The EHS-CCP Program will publicize the recruitment areas to enhance the likelihood that eligible families and children will apply for the program.

Recruitment materials will be available in the applicant’s native language or where possible staff will be available to communicate with families in their native language.

All recruitment materials will indicate assistance is provided to arrange transportation services.

Recruitment efforts for the following program year begin in the spring and must continue throughout the year. Recruitment strategies may involve a multimedia campaign, canvassing neighborhoods, billboards, newspaper advertising, parents, volunteers, social media, and referrals with other agencies.

The EHS-CCP Program will recruit children with disabilities through a variety of activities:

- Develop recruitment materials which indicate that all children with disabilities, including severe disabilities, are welcome to apply.
- Recruitment fairs throughout the community, information will be made available to inform parents that children with disabilities are served in the EHS–CCP Head Start Programs.
- Develop MOUs with the ECI programs in the service area.
- Maintain ongoing communication with districts’ Head Start Special Education Coordinator and staff regarding the status of children’s referrals and services.

The EHS-CCP Program must actively recruit children as needed to meet and maintain a waiting list after the funded enrollment opportunities have been filled. Specific areas may be targeted for

recruitment, depending on the center enrollment needs, particularly children with disabilities. If a specific EHS-CCP center has a vacancy during the year, and the wait list for those classrooms has been exhausted, special recruitment may occur to increase the number of eligible children.

Head Start Programs, through recruitment events, open houses, appointments, and walk-in services will facilitate the application process for parents interested in EHS-CCP services. When taking applications, staff will complete all applications in Child Plus. Staff will collect all necessary documents to determine eligibility and will maintain the child file for applicants in Child Plus documents used to determine eligibility. Staff document all contacts made with the family during the application process in Child Plus. Additionally, staff will provide referrals to community resources and when necessary, other Head Start programs.

The Early Head Start Child Care Partnership must maintain a monitoring system for recruitment and report on all recruitment efforts.

Performance Standard:

1302.13; Head Start Act Sec. 642 (b) (11)



**DHS, DHS, Early Head
Start-Child Care
PartnershipHead Start
Program
Policy**



ERSEA 21

SUBJECT

~~Determining Community Strengths & Needs~~Recruitment of
Children

REFERENCE

Eligibility, Recruitment, Selection, Enrollment, and
Attendance

EFFECTIVE

02/17/2017

Policy Council

Approval: 1/24/17

Policy Council

Revision: 1/24/17

Governing Body

Approval: 2/20/17

Governing Body

Revision: 2/20/17

PAGE: 1 of 2

Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program and ~~Education-Child Care~~ Service providers will actively search for and recruit families most in need of Head StartEHS-CCP services including children with disabilities, those who are homeless, in foster care, English Language Learners, children receiving Child Care Subsidies, –and other vulnerable children. A recruitment plan will be developed each year and approved by the Head Start Policy Council.

~~Head Start~~ The EHS-CCP Programs will publicize the recruitment areas to enhance the likelihood that eligible families and children will apply for the program.

Recruitment materials will be available in the applicant’s native language or where possible staff will be available to communicate with families in their native language.

All recruitment materials will ~~identify available indicated~~ assistance is provided to arrange transportation services.

Recruitment efforts for the following program year begin in the spring and must continue throughout the year. Recruitment strategies may involve a multimedia campaign, canvassing ~~Tj~~ neighborhoods, billboards, newspaper advertising, parents, volunteers, social media, and referrals with other agencies.

~~Head Start~~ The EHS-CCP Programs will ~~actively~~ recruit children with disabilities through a variety of activities:

- ~~D~~Programs will develop recruitment materials which indicate that all children with disabilities, including severe disabilities, are welcome to apply.
- ~~R~~During the recruitment fairs throughout the community, information will be made available to inform which will inform parents that children with disabilities are served in the EHS–CCP HeadHead Start Programs.
- ~~D~~Identify children who are in Preschool Programs for Children with Disabilities (PPCD) classrooms that qualify for Head Start Programs.

- ~~Develop~~ MOUs with the ECI programs in the service area.
- ~~Develop MOUs with Early Head Start Programs in the service area.~~
- Maintain ongoing communication with districts' Head Start Special Education Directors Coordinator and staff regarding the status of children's referrals and services.
- ~~Provide elementary school campuses with Head Start information and recruitment materials.~~

The ~~Early Head Start Child Care Partnership EHS-CCP~~ Program ~~Education Service Providers~~ must actively recruit children as needed to meet and maintain a waiting list after the funded enrollment opportunities have been filled. Specific areas may be targeted for recruitment, depending on the centers' enrollment needs, particularly children with disabilities. If a specific ~~Head Start~~ EHS-CCP centers has a vacancy during the year, and the wait list for those classrooms has been exhausted, special recruitment may ~~be used~~ occur to to increase the number of eligible children.

Head Start Programs, through recruitment events, open houses, appointments, and walk-in services will facilitate the application process for parents interested in ~~EHS—CCP~~ Head Start services. When taking applications, staff will complete all applications in Child Plus. Staff will collect all necessary documents to determine eligibility, and will maintain ~~an electronic~~ the child file for applicants in Child Plus ~~to include~~ documents used to determine eligibility. Staff ~~will also~~ document all contacts made with the family during the application process in Child Plus. Additionally, staff will provide referrals to community resources and when necessary, other Head Start programs.

~~Each Education Service Provider~~ The Early Head Start Child Care Partnership must maintain a monitoring system for recruitment and report ~~to the Head Start Programs~~ on all recruitment efforts.

Performance Standard:

1302.13; Head Start Act Sec. 642 (b) (11) ~~(e) (1)~~;

	DHS, Early Head Start- Child Care Partnership Policy		
ERSEA 3			
SUBJECT	Eligibility		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
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Policy:

The application process must be completed prior to determining a child's eligibility into the Early Head Start – Childcare Partnership (EHS-CCP) program, Selection is based solely on the following categories:



- **Age:**
 - A child must be an infant or toddler younger than three years old. A child may remain in EHS-CCP, following his or her third birthday, until he or she can transition into the DHS' Head Start Program. Children not transitioning in to the DHS' Head Start Program Start may remain in the program until the end of the term.
 - If a child moves from an EHS-CCP to a Head Start Program, the family's income must be re-verified.
- **Eligibility Requirements:**
 - Family's income is equal to or below the poverty guideline; or
 - Family is eligible for, or in the absence of child care would be potentially eligible for public assistance, including TANF child only payments; or
 - Children who are in foster/kinship care or children who are homeless are eligible for the EHS-CCP regardless of income.
- **Additional Allowances:**
 - Families with an income at or below 130% of the *Federal Poverty Guidelines* may be eligible for enrollment in the Head Start Programs. The total number of families with income from 101%-130% of the *Federal Poverty Guidelines* must not exceed 35% of the total funded enrollment. Families with an income above 130% of the *Federal Poverty Guidelines* may be eligible for enrollment in the Head Start Programs by meeting the Children with Disabilities selection criteria. The total number of families with an income above 130% of the *Federal*

Poverty Guidelines must not to exceed 10% of total funded enrollment. Exceptions must be approved by the grantee's administrator.

- **Residency:** Children applying for the EHS-CCP program must reside or the parents/guardians work within the San Antonio or Edgewood Independent School Districts or qualify under the McKinney Vento Act.

Performance Standard:

1302.12; City Policy ERSEA 4

	<u>DHS, Early Head Start- Child Care Partnership</u> <u>DHS, Head Start Program</u> <u>Policy Policy</u>		
ERSEA 3			
SUBJECT	Eligibility		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
PAGE: 1 of 2			

Policy:

The ~~entire~~ application process must be completed prior to determining a child's eligibility into the Early Head Start – Childcare Partnership (EHS-CCP) program, Selection is which shall be based solely on the following categories:

- **Age:**

- ~~Educational Service Providers must verify age. Children who turn 3 years old on or before September 1st are eligible for Head Start services in the Head Start Program. Exceptions may be made for children with disabilities. For Early Head Start, a child must be an infant or toddler younger than three years old, unless transitioning into the City's Head Start Program. Children who transition from Early Head Start EHS CCP to the City's DHS' Head Start Program Head Start are exempt from age eligibility requirements.~~
- A child may remain in ~~Early Head Start EHS-CCP~~, following his or her third birthday, until he or she can transition into the City's DHS' Head Start Program. Children not transitioning in to the City's DHS' Head Start Program Head Start or another p may remain in the program until the end of the term. rogram or till the end of term if not transitioning in the City's Head Start Program.
- If a child moves from an ~~Early Head Start Program EHS-CCP~~ to a Head Start Program, the family's income must be re-verified.

- **Eligibility Requirements:**

- Family's income is equal to or below the poverty guideline; or
- Family is eligible for, or in the absence of child care would be potentially eligible for public assistance, including TANF child only payments; or
- Children who are in foster/kinship care or children who are homeless are eligible for the EHS-CCP regardless of income.

- **Additional AllowancesIncome:**



- Families with an income at or below 13025% of the *Federal Poverty Guidelines* may be eligible for enrollment in the Head Start Programs. The total number of families with income from 101%-13025% of the *Federal Poverty Guidelines* must not exceed 35% of the total funded enrollment. Families with an income above 13025% of the *Federal Poverty Guidelines* may be eligible for enrollment in the Head Start Programs by meeting the Children with Disabilities selection criteria. The total number of families with an income above 13025% of the *Federal Poverty Guidelines* must not to exceed 10% of total funded enrollment. Exceptions must be approved by the grantee's administrator.

• **Eligibility Requirements:**

- ~~Family's income is equal to or below the poverty guideline; or~~
- ~~Family is eligible for, or in the absence of child care would be potentially eligible for public assistance, including TANF child only payments; or~~
- ~~Children who are in foster/kinship care or children who are homeless are eligible for the Head Start Programs EHS CCP services regardless of income.~~
- **Residency:** Children applying for the EHS-CCP program ~~Head Start Programs~~ must reside or the parents/guardians work within the San Antonio or Edgewood Independent School Districts, within the service area or qualify under the McKinney Vento Act.

Performance Standard:

1302.12; City Policy ERSEA 4

		DHS, Early Head Start- Child Care Partnership Program Policy			
ERSEA 4					
SUBJECT		Selection			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		02/01/2017			
Policy Council Approval: 1/24/17		Policy Council Revision: 1/24/17		Governing Body Approval: 2/20/17	
				Governing Body Revision: 2/20/17	
PAGE: 1 of 1					

Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program will select the neediest children, working families, and families eligible to receive Child Care Subsidies (CCS) without regard for race, gender, disability, or creed in accordance with Head Start Performance Standards, Head Start Act and the Head Start Programs ERSEA policies.

If a child is declared eligible, his or her selection will be based on points received from the Selection Criteria Point System which is developed from the Community Assessment and approved by the Policy Council and governing body.

- **Income eligible** - Using the point system, EHS-CCP will first enroll only children whose family income is at or below 130% of the *Federal Poverty Guideline* or those who are eligible for or, in the absence of child care, would be potentially eligible for public assistance; or children who are homeless or in foster care and/ or those with the following exceptions:
 - **Children with Disabilities-** To comply with Head Start’s requirement of having 10 percent of actual enrollment be children with an identified disability or delay, the program must give priority to children with a suspected disability or delay as identified by Part C of IDEA program during the selection process. This priority stays in effect until 10 percent of enrolled children are children with disabilities or delays and will be granted as follows:
 1. Income eligible children with an identified or suspected disability or delays and a current Individualized Family Service Plan (IFSP) or letter from a licensed professional
 2. Over-income children with an identified or suspected disability and a current Individualized Family Service Plan (IFSP) and/or letter from a licensed professional



All, IFSPs and letters from licensed professionals must be reviewed and verified by the EHS-CCP Disability Coordinator. All supporting documentation must be scanned and attached in Child Plus.

- **Over Income** Children who are over-income may be selected into the program after EHS-CCP has demonstrated they have conducted outreach and exhausted all resources to enroll income eligible children, families eligible for or in the absence of child care, would be potentially eligible for public assistance, children who are homeless or in foster care. Children with a diagnosed or suspected disability, who are over income, may be enrolled into the program.
- **Tiebreaker** - In cases where families have the same point total for the same slot, priority will be given to the younger child.
- **Notification** –The EHS-CCP program will contact selected families informing them that their child has been selected for the EHS-CCP program. Parents will be informed they must complete the enrollment process before their child is enrolled in the program.

Performance Standard:

1302.14H.S Act Sec. 642 (c) (2)(d) (ii)

City Policy ERSEA 5

	DHS, <u>Early Head Start-Child Care Partnership</u>		
Program Policy			
ERSEA 4			
SUBJECT	Selection		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
PAGE: 1 of 1			

Policy:

The Early Head Start – Child Care Partnership –(EHS-CCP) Programs will select the neediest ~~children~~children, working families, and families eligible to receive Child Care Subsidies (CCS) without regard for race, gender, disability, or creed in accordance with Head Start Performance Standards, Head Start Act and the Head Start Programs ERSEA policies.

If a child is declared eligible, his or her selection will be based on points received from the Selection Criteria Point System which is developed from the Community Assessment and approved by the Policy Council and governing body. ~~To ensure the neediest children are selected for the program, a minimum of two separate selection events must occur with selection of the final 10 percent of slots happening no sooner than June of each year.~~

- **Income eligible** - Using the point system, ~~Education Service Providers- EHS-CCP~~ will first enroll only children whose family income is at or below **130% 25%** of the *Federal Poverty Guideline* or those who are eligible for or, in the absence of child care, would be potentially eligible for public assistance; or children who are homeless or in foster care and/ or those with the following exceptions:
 - **Children with Disabilities-** To comply with Head Start’s requirement of having 10 percent of actual enrollment be children with ~~diagnosed-an identified suspected~~ disability or ~~ies/delay~~, the program must give first priority to children with a suspected disability or delay as, ~~Education Service Providers-identified by Part C of IDEA~~ the program must give first priority to children with ~~diagnosed suspected disabilities~~ during the selection process. This priority ~~will~~ stays in effect until 10 percent of enrolled children are children with disabilities or delays and will be granted as follows:
 - ~~1. Income eligible children with diagnosed disabilities with a current Individualized Education Plan (IEP)~~
 - ~~2. Over income children with diagnosed disabilities with a current Individualized Education Plan (IEP)~~



- ~~3.1.~~ Income eligible children with an identified or suspected disabilityies or delays with and a current Individualized Family Service Plan (IFSP) and/or letter from a licensed professional
- ~~4.2.~~ Over-income children with an identified or suspected disabilityies with and a current Individualized Family Service Plan (IFSP) and/or letter from a licensed professional and/or letter from a licensed professional

All ~~IEPs~~, IFSPs and letters from ~~a~~ licensed professionals must be reviewed and verified by the ~~Education Service Providers~~ EHS-CCP Disability Coordinator. All supporting documentation must be scanned and attached in Child Plus.

- ~~• Children identified as Limited English Proficient (LEP) — To place children who speak a language other than English in the appropriate language classrooms, the Education Service Providers may create a bilingual classroom. At the point a classroom is designated as bilingual and, in order to fill all vacancies in that classroom, Education Service Providers may select the next child identified as LEP on their waiting list even if that child has fewer points or is over income.~~
- **Over Income** — ~~Education Service Providers must receive approval from the Head Start Program Administrator prior to enrolling an over income child unless the child has a diagnosed or suspected disability. Excluding this priority, Education Service Providers may select~~ Children who are over income may be selected into the program ~~children after EHS-CCP has demonstrated ing to the Head Start Program they have conducted outreach and exhausted all resources to enroll income eligible children, families eligible for or in the absence of child care, would be potentially eligible for public assistance, children who are homeless or in foster care. Children with a diagnosed or suspected disability, who are over income, may be enrolled into the program.~~
- **Tiebreaker** - In cases where families have the same point total for the same slot, priority will be given to the ~~older~~ younger child.
- ~~• Bilingual Classrooms — Children must be determined as English Language Learners to participate in a bilingual classroom.~~
- **Notification** — ~~Education Service Providers will~~ The EHS-CCP program will ~~contact send written notification to all selected families who applied confirming informing them that whether or not their child has been selected for the EHS-CCP program. Head Start Services. If selected, Pparentsprogram. Parents~~ will be informed they informed they must still complete the enrollment process before their child is enrolled in the program.
- ~~• Children not selected will be given information on other programs for which they may qualify.~~

Performance Standard:

1302.14H.S Act Sec. 642 (c) (2)(d) (ii)
City Policy ERSEA 5

		DHS, Early Head Start- Child Care PartnershipProgram Policy			
ERSEA 5					
SUBJECT		Enrollment			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		02/01/2017			
Policy Council Approval: 1/24/17		Policy Council Revision: 1/24/17		Governing Body Approval: 2/20/17	
				Governing Body Revision: 2/20/17	
PAGE: 1 of 1					

Policy:

All application forms must be completed and all necessary documents obtained prior to enrollment of a child in Early Head Start – Child Care Partnership (EHS-CCP) program:



- **Each child care service provider will be fully enrolled and have all children entered into ChildPlus prior to the first day of the program year.**

If a child is determined eligible and is enrolled in the EHS-CCP program, he or she remains eligible while participating in the program.

- Children with a documented Individual Family Service Plan (IFSP) may be enrolled in the EHS-CCP Program.

Performance Standard:

1302.15



		DHS, <u>Early Head Start-Child Care Partnership</u> Head Start Program Policy			
ERSEA 5					
SUBJECT		Enrollment			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		02/01/2017			
Policy Council Approval: 1/24/17		Policy Council Revision: 1/24/17		Governing Body Approval: 2/20/17	
				Governing Body Revision: 2/20/17	
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Policy:

All application forms must be completed and ~~any~~ all necessary documents obtained prior to ~~official~~ enrollment of a child in Early Head Start – Child Care Partnership (EHS-CCP) programs:

- Each **child care service** provider will be fully enrolled and have all children entered into ChildPlus prior to the first day of ~~school or the~~ program year.
- ~~If a child is determined eligible and the child is enrolled in the Head Start~~EHS-CCP program, he or she remains eligible while they participate~~participating in the program. through that enrollment year and the immediate succeeding enrollment year; however, all children must go through the re-certification process prior to enrolling for a third year.~~
- ~~Only kindergarten-eligible children with a documented disability and Individualized Education Plan (IEP) may maintain enrollment in Head Start for an additional year. The child's IEP must include placement in a Preschool Program for Child with Disabilities, or PPCD. Education Service Providers must implement a system to document the following statement in Child Plus in the Enrollment Module under the Eligibility Notes for any kindergarten-eligible child enrolling in Head Start for an additional year: It has been determined that this child should be enrolled in a Head Start/ PPCD classroom. Placement in a PPCD classroom is documented on the child's IEP, and the parents/guardians agree to enroll the child in Head Start for an additional year.~~
- ~~Children with a documented disability and Individual Family Service Plan (IFSP) may be enrolled in the Early Head Start EHS-CCP Program. The Disability Coordinator must implement a system to document receipt of IFSP and upload the IFSP documentation in Child Plus. The Disability Coordinator must annotate the following statement in Child Plus in the Enrollment Module under the Eligibility notes: Received Individualized Family Service Plan (IFSP) from (agency).~~

Performance Standard:
1302.15

	DHS, Early Head Start – Child Care Partnership Program Policy		
ERSEA 6			
SUBJECT	Attendance		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
PAGE: 1 of 1			

Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) will ensure daily attendance is recorded in the Child Plus data tracking system. The EHS-CCP must implement a process to attempt to contact the parent/guardian for any unexpected absences to ensure the child’s well-being. If the parent/guardian has informed the program of a child’s absence in the result of an illness or absences for other reasons no special action is required. If the parent/guardian has not informed the program of a child’s absences within one hour of program start time, staff must attempt to contact the parent/guardian. If the child has been absent for two consecutive days and the absences are unexplained or the child has multiple unexplained absences, a home visit and/or other direct contact with the child’s parent/guardian must be conducted by the Family Support Worker to determine the cause of the absences. The Family Support Worker will assist the family in removing barriers to child’s attendance and promote the child’s regular attendance. All contact or attempted contact and home visits with parents/guardians must be documented in Child Plus..

When contact with families such as telephone or a home visit are not successful, program staff will reach out to families by other means, such as email, text messaging, postal mail, or other method.

Within the first 60 days of the program year and thereafter, the EHS-CCP program conduct an analysis utilizing individual child attendance data to identify children at risk of missing 10% of program days per year. The EHS-CCP program must then identify reasons for absenteeism and develop strategies to improve attendance of children at risk. When absences result from temporary family situations that affect a child’s regular attendance, the EHS-CCP program must initiate support for the affected families. All efforts and contact with parents must be documented in Child Plus.

In circumstances where chronic absenteeism persists and the program has made appropriate efforts to reengage the family and attendance does not improve, the child’s slot may be then considered vacant with the Head Start Administrator’s authorization.

When the monthly average daily attendance rate falls below 85%, the EHS-CCP program must analyze the causes of absenteeism and determine the systematic issues contributing to the

program's absentee rate. A process must be implemented, utilizing absenteeism data, to identify program strengths and needs and implement a plan to continuously evaluate compliance of performance standards.



The EHS-CCP program must support homeless eligible children by allowing attendance up to 90 days, or as allowed under state licensing requirements, without immunization and other records. Programs must give families reasonable time to present documents and work with families to obtain immunizations to comply with state requirements.

The EHS-CCP program must utilize community resources, where possible, to provide transportation to homeless children experiencing absenteeism due to transportation to and from the classes.

The EHS-CCP program will emphasize and provide information about the benefits of regular attendance, support families to promote regular attendance, and assist the family with referrals for services that will enhance attendance. All contact, including home visits made by a Family Support Worker, must be documented in Child Plus.

Performance Standard:

1302.16 (a) (1-3) (b); 1302.102 (b-c)

	DHS, <u>Early Head Start – Child Care Partnership</u>		
Program Policy			
ERSEA 6			
SUBJECT	Attendance		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
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Policy:

The ~~Education Service Providers~~ Early Head Start – Child Care Partnership (EHS-CCP) will ~~insure daily~~ insure daily attendance and absences are ~~is~~ recorded in the Child Plus data tracking system. ~~To ensure children are safe, Education Service providers~~ The EHS-CCP must implement a process to attempt to contact the parent/guardian ~~within one hour of program start time~~ for any unexpected absences to ensure the child's well-being. If ~~the the parent/guardian has informed the program of a child's absence in~~ absences are the a result of an illness or or if they are well documented absences for other reasons, ~~or the parent/guardian has informed the program,~~ no special action is required. If the parent/guardian has not informed the program of a child's absences within one hour of program start time, staff must attempt to contact the parent/guardian. If the child has been absent for two consecutive days and the absences are unexplained or the child has multiple unexplained absences, a home visit and/or other direct contact with the child's parent/guardian must be conducted by the Family Support Worker to determine the cause of the absences. The Family Support Worker will assist the family in removing barriers to child's attendance and promote the child's regular attendance. All contact or attempted contact and home visits with parents/guardians must be documented in Child Plus. ~~If the child has been absent for two consecutive unexplained absences or has multiple unexplained absences, a home visit and/or other direct contact with the child's parent/guardian family must be conducted by the Family Support Worker to determine the cause and assist the family in removing barriers to child's attendance. All contact or attempted contact with parents/guardians must be well documented in Child Plus.~~

When contact with families such as telephone or a home visit are not successful, program staff will reach out to families by other means, such as email, text messaging, postal mail, or other method. ~~When direct contact with families such as by telephone or home visit are not successful, the program staff will reaches out to families by other means, such as e-mail, text messaging, postal mail, notes sent home or other method.~~

Within the first 60 days of the program year and thereafter, t ~~Within the first 60 days of the program year and thereafter, Education Service Providers~~ The EHS-CCP program must conduct an analysis utilizing individual child attendance data to identify children at risk of missing 10% of program days per year. ~~Providers~~ The EHS-CCP program must then identify reasons for

absenteeism and develop strategies to improve attendance of children at risk. ~~Strategies may include direct contact with parents or intensive case management. All efforts and contact with parents must be well documented in Child Plus.~~

When absences result from temporary family situations that affect a child's regular attendance, ~~Education Service Providers~~ the EHS-CCP program must initiate support ~~procedures~~ for the affected families. All efforts and contact with parents must be documented in Child Plus.

In circumstances where chronic absenteeism persists and the program has made appropriate efforts to reengage the family and attendance does not ~~resume~~improve, the child's slot ~~must may~~ be then considered vacant with the Head Start Administrator's authorization.

When the monthly average daily attendance rate falls below 85%, the ~~Education Service Provider~~ EHS-CCP program and child care center staff~~service provider will collaborated to must~~ must analyze the causes of absenteeism ~~and determine~~and determine the systematic issues contributing to the program's absentee rate. ~~Education Service providers must implement a A process must will be implemented~~, utilizing absenteeism data, to identify program strengths and needs and implement a plan to continuously evaluate compliance of performance standards. ~~The aggregated data must be analyzed a minimum of three times a year to either strengthen or adapt strategies to improve attendance and must be reported to the Head Start Program.~~



~~Education Service Providers~~ The EHS-CCP program ~~must~~program must support homeless eligible children by allowing attendance up to 90 days, or as allowed under state licensing requirements, without immunization and other records. Programs must give families reasonable time to present documents and work with families to obtain immunizations to comply with state requirements.

~~Education Service Providers~~ The EHS-CCP program must utilize community resources, where possible, to provide transportation to homeless children experiencing absenteeism due to transportation to and from the classes.

~~Education Service Provider and Family Support Workers~~ The EHS-CCP program will emphasize and provide information about the benefits of regular attendance, ~~support families to promote regular attendance, and assist the family with referrals for services that will enhance attendance.~~ All contact, including home visits ~~made by a Family Support Worker, and/or the education staff~~ must be well documented in Child Plus.

Performance Standard:

~~1302.1696;~~ 1302.16 (a) (1-3) (b); 1302.102 (b-c)

		DHS, Early Head Start – Child Care Partnership Program Policy			
ERSEA 7					
SUBJECT		Policy on Fees			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		02/01/2017			
Policy Council Approval: 1/24/17		Policy Council Revision: 1/24/17		Governing Body Approval: 2/20/17	
				Governing Body Revision: 2/20/17	
PAGE: 1 of 1					



Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program does not charge any fees for participation in the program. EHS-CCP Child Care Service Providers may not request parents to provide any supplies, materials, money, or other items including snacks for special celebrations or events. Teachers may accept donations for special celebrations or events but cannot exclude a child's participation of events contingent on donations.

Child Care Service Providers may charge a parent fee to those participants who are dually enrolled in the Child Care Subsidies (CCS) program as set by the CCS program. The family's ability to pay the CCS copayment must not affect their participation in the EHS-CCP program.

Performance Standard:

1302.18

	DHS, <u>Early Head Start – Child Care Partnership</u>		
Program Policy			
ERSEA 7			
SUBJECT	Policy on Fees		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
PAGE: 1 of 1			

Policy:

The ~~Early~~ Head Start – ~~Child Care Partnership~~ (EHS-CCP) Programs ~~does~~ not charge any fees for participation in the program. ~~Education Service EHS-CCP Child Care SService PProviders~~ ~~may~~ not request parents to provide any supplies, materials, money, or other items including snacks for special celebrations or ~~events~~. Teachers may accept donations for special celebrations or events but cannot exclude a child's participation of events contingent on donations.



Child Care ~~EHS-CCP~~ Service Providers may charge a parent fee to those participants who are dually enrolled in the Child Care Subsidies (CCS) program as set by the CCS program. The family's ability to pay the CCS copayment must not affect their participation in the EHS-CCP program.

~~Education Service Providers may not charge fees for field trips or other activities and events. The Head Start EHS-CCP Programs provides adequate funding for all field trips to include parental participation and meals.~~

~~The Head Start Program encourages all Head Start staff to follow Education Child Care SService PProvider district and campus policies, procedures, and guidelines regarding special celebrations and events, including birthday celebrations.~~

Performance Standard:

1302.18

		DHS, Early Head Start – Child Care Partnership Program Policy		
ERSEA 8				
SUBJECT	Violation of Eligibility Determination Regulations			
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE	02/01/2017			
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17	
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Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program must develop procedures to address the violation of eligibility determination regulations that include, at a minimum, the following:

- Consequences for staff violating Federal and program eligibility determination regulations.
- Consequences for staff enrolling a child ineligible to receive EHS-CCP or Head Start Services.
- Consequences for parents providing false information or documentation, including possible removal from the program.
- Actions against staff who intentionally violate federal and program eligibility determination regulations.

Performance Standard:

1302.12 (L)

	DHS, <u>Early Head Start – Child Care Partnership</u>		
Program Policy			
ERSEA 8			
SUBJECT	Violation of Eligibility Determination Regulations		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
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Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program ~~and Education Service Providers~~ must develop procedures to address the violation of eligibility determination regulations that include, at a minimum, the following:

- Consequences for staff violating Federal and program eligibility determination regulations.
- Consequences for staff enrolling a child ineligible to receive Early Head Start EHS-CCP or Head Start Services.
- Consequences for parents providing false information or documentation, including possible removal from the program.
- Actions against staff who intentionally violate federal and program eligibility determination regulations.

Performance Standard:

1302.12 (L)



		DHS, Early Head Start – Child Care Partnership Program Policy		
ERSEA 9				
SUBJECT		Eligibility and Determination Records		
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE		02/01/2017		
Policy Council Approval: 1/24/17		Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
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Policy:

The Early Head Start – Child Care Partnership Program and Child Care Service Providers must maintain eligibility determination records for any child enrolled in the program. All records must be kept for a minimum of one year after a child is no longer enrolled in the program.

Performance Standard:

1302.12 (k) (1-3)



	DHS, <u>Early Head Start – Child Care Partnership</u>		
Program Policy			
ERSEA 9			
SUBJECT	Eligibility and Determination Records		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
PAGE: 1 of 1			

Policy:

The Early Head Start – Child Care Partnership Program and Child Care Service Providers ~~Education Service Providers~~ must maintain eligibility determination records for any child enrolled in the program. All records must be kept for a minimum of one year after a child is no longer enrolled in the program.

Performance Standard:

1302.12 (k) (1-3)

	DHS, Early Head Start – Child Care Partnership Program Policy		
ERSEA 10			
SUBJECT	Training		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
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Policy:

The Head Start Program will develop a system to provide training on Head Start and Early Head Start-Child Care Partnership (EHS-CCP) eligibility, Head Start Program Performance Standards and ERSEA policies and procedures that include at a minimum the following:

- Annual training for Head Start Administrator, Directors, management staff, and any staff who determine Head Start eligibility
 - Methods on how to collect and complete eligibility documentation from families and third party sources;
 - Strategies for treating families with dignity and respect and dealing with possible issues of domestic violence, stigma, and privacy; and,
 - Program policies, procedures, and actions taken against staff, families or participants who provide false information.
- Training for any staff member who determines Head Start eligibility within 90 days of hire
- Training for Governing Body and Policy Council members within 90 days of the beginning of a term
- Maintain all training records, including sign in sheets, agendas and training materials

Performance Standard:

1302.12 (m) (1-4)

	DHS, <u>Early Head Start – Child Care Partnership</u> Program Policy		
ERSEA 10			
SUBJECT	Training		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
PAGE: 1 of 1			



Policy:

The Head Start Program ~~and Educational Service Providers~~ will develop a system to provide training on Head Start and Early Head Start Child Care Partnership (EHS-CCP) eligibility, Head Start Program Performance Standards—and ERSEA policies and procedures that include at a minimum the following:

- Annual training for Head Start Administrator, Directors, ~~other~~ management staff, and any staff who determine Head Start eligibility
 - Methods on how to collect and complete eligibility ~~information—~~ documentation from families and third party sources;
 - Strategies for treating families with dignity and respect and dealing with possible issues of domestic violence, stigma, and privacy; and,
 - Program policies, procedures, and actions taken against staff, families or participants who provide false information.
- Training for any staff member who determines Head Start eligibility within 90 days of hire
- Training for Governing Body and Policy Council members within 90 days of the beginning of a term
- Maintain all training records, including sign in sheets, agendas and training materials

Performance Standard:

1302.12 (m) (1-4)



	DHS, Early Head Start – Child Care Partnerhsip Program Policy		 HEAD START City of San Antonio Department of Human Services
ERSEA 11			
SUBJECT	Suspension and Expulsion		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
PAGE: 1 of 1			

Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program prohibits Child Care Service Providers to suspend, expel, or disenroll a child from an EHS-CCP program due to a child's behavior. Exceptions to this policy may be considered on a case- by- case basis. Consultation with the Grantee's Mental Health Coordinator, Education Coordinator, in collaboration with the parents, must be conducted to determine if the child's enrollment presents a safety threat to the child or other enrolled children. Other community resources should be considered if appropriate. Exceptions must be submitted to the Head Start Administrator and approved prior to any action.

Performance Standard:

1302.17 (a) (b)

	DHS, <u>Early Head Start – Child Care Partnership</u>		
Program Policy			
ERSEA 11			
SUBJECT	Suspension and Expulsion		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/24/17	Governing Body Approval: 2/20/17	Governing Body Revision: 2/20/17
PAGE: 1 of 1			

Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program prohibits ~~Educational-Child Care~~ Service Providers to suspend, expel, or ~~undis~~enroll a child from an EHS-CCP-Head-Start ~~P~~program due to a child's behavior. Exceptions to this policy may be considered on a case- by- case basis. Consultation with the Grantee's Mental Health Coordinator, ~~-and-~~ Education ~~Service Provider~~Coordinator, -in collaboration with the parents, must be conducted to determine if the child's enrollment presents a safety threat to the child or other enrolled children. Other community resources should be considered if appropriate. ~~These e~~Exceptions must be submitted to the Head Start Administrator and approved prior to any action.

Performance Standard:

1302.17 (a) (b)