

 <b>2019-2020 Head Start Policy Index</b>		<b>Change Required?</b>	<b>Description of Revisions Required</b>
Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)			
1	Determining Community Strengths & Needs	No	
2	Recruitment of Children	No	
3	Eligibility	No	
4	Selection	Yes	Added waitlist verbiage to include development time period and prioritization
5	Enrollment	Yes	Removed verbiage regarding kindergarten eligible aged children and removed specific documentation language
6	Attendance	No	
7	Policy on Fees	No	
8	Violation of Eligibility Determination Regulations	No	
9	Records	Yes	Records retention from one year to three years
10	Training	No	
11	Suspension and Expulsion	Yes	Minor Edits

	<b>DHS, Head Start Program Policy</b>		
<b>ERSEA 4</b>			
<b>SUBJECT</b>	Selection		
<b>REFERENCE</b>	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
<b>EFFECTIVE</b>	02/01/2017		
<b>Policy Council Approval: 1/23/18</b>	<b>Policy Council Revision: 1/23/18</b>	<b>Governing Body Approval: 2/13/18</b>	<b>Governing Body Revision: 2/13/18</b>
<b>PAGE: 1 of 1</b>			

### 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. Eligible children will be placed on a waitlist developed at the beginning of each school year and maintained throughout the program year. Children on the waitlist are prioritized according to the Selection Criteria Point System. 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 waitlist, developed by 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(s):**  
1302.14

**Head Start Act:**  
Sec. 642 (c) (2)(d) (ii)

**City Policy:**  
ERSEA 5

	<b>DHS, Head Start Program Policy</b>		
<b>ERSEA 4</b>			
<b>SUBJECT</b>	Selection		
<b>REFERENCE</b>	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
<b>EFFECTIVE</b>	02/01/2017		
<b>Policy Council Approval: 1/23/18</b>	<b>Policy Council Revision: 1/23/18</b>	<b>Governing Body Approval: 2/13/18</b>	<b>Governing Body Revision: 2/13/18</b>
<b>PAGE: 1 of 1</b>			

### 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. Eligible children will be placed on a waitlist developed at the beginning of each school year and maintained throughout the program year. Children on the waitlist are prioritized according to the Selection Criteria Point System. 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 waitlist, developed by 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(s):**  
1302.14

**Head Start Act:**  
Sec. 642 (c) (2)(d) (ii)

**City Policy:**  
ERSEA 5

		<b>DHS, Head Start Program Policy</b>			
<b>ERSEA 5</b>					
<b>SUBJECT</b>		Enrollment			
<b>REFERENCE</b>		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
<b>EFFECTIVE</b>		02/01/2017			
<b>Policy Council Approval: 1/23/18</b>		<b>Policy Council Revision: 1/23/18</b>		<b>Governing Body Approval: 2/13/18</b>	
				<b>Governing Body Revision: 2/13/18</b>	
<b>PAGE: 1 of 2</b>					

### 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 children with a documented disability and Individualized Education Plan (IEP) may maintain enrollment in Head Start for a third year. The Education Service Provides will develop and implement procedures to ensure appropriate enrollment documentation requirements are met.
- 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

DRAFT

		<b>DHS, Head Start Program Policy</b>		
<b>ERSEA 5</b>				
<b>SUBJECT</b>	Enrollment			
<b>REFERENCE</b>	Eligibility, Recruitment, Selection, Enrollment, and Attendance			
<b>EFFECTIVE</b>	02/01/2017			
<b>Policy Council Approval: 1/23/18</b>	<b>Policy Council Revision: 1/23/18</b>	<b>Governing Body Approval: 2/13/18</b>	<b>Governing Body Revision: 2/13/18</b>	
<b>PAGE: 1 of 2</b>				

**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 Education Service Provides will develop and implement procedures to ensure appropriate enrollment documentation requirements are met. 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

DRAFT



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

**Policy:**

Head Start Program Education Service Providers must maintain eligibility determination records for any child enrolled in the program. All records must be kept for a minimum of three years after a child is no longer enrolled in the program.

**Performance Standard:**

1302.12 (k) (1-3)



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

**Policy:**

Head Start Program 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~~three years after a child is no longer enrolled in the program.

**Performance Standard:**

1302.12 (k) (1-3)



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

**Policy:**

The Head Start Program prohibits Educational Service Providers from suspending, expelling, or un-enrolling a child from a Head Start 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 must be conducted to determine if the child's enrollment presents a safety threat to the child or other enrolled children. These exceptions must be submitted to the Head Start Administrator and approved prior to any action.

**Performance Standard:**

1302.17 (a) (b)

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

**Policy:**

The Head Start Program prohibits Educational Service Providers ~~to from~~ suspending, expelling, or un-enrolling a child from a Head Start 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 must be conducted to determine if the child's enrollment presents a safety threat to the child or other enrolled children. These exceptions must be submitted to the Head Start Administrator and approved prior to any action.

**Performance Standard:**

1302.17 (a) (b)





## 2019-2020 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	No	
2	Recruitment of Children	No	
3	Eligibility	Yes	Additions: added and or receiving Child Care Subsidies (CCS) to 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
4	Selection	Yes	Additions: Eligible children will be placed on a waitlist developed at the beginning of each program year and maintained throughout the program year. Children on the waitlist are prioritized according to the Selection Criteria Point System. Over-income families with child receiving Child Care Subsidies (CCS)
5	Enrollment	No	
6	Attendance	No	
7	Policy on Fees	No	
8	Violation of Eligibility Determination Regulations	No	
9	Eligibility and Determination Records	Yes	Records retention from one year to three years
10	Training	No	
11	Suspension and Expulsion	Yes	Minor edits

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

### 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 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 and or child receiving Child Care Subsidies (CCS). 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

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

### 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 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 and or child receiving Child Care Subsidies (CCS). 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

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

### 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. Eligible children will be placed on a waitlist developed at the beginning of each program year and maintained throughout the program year. Children on the waitlist are prioritized according to the Selection Criteria Point System.

- **Income eligible** - Using the waitlist, 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.



- **3. Over-income child receiving Child Care Subsidies (CCS)**

- **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:**

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

City Policy ERSEA 5

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

### 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. Eligible children will be placed on a waitlist developed at the beginning of each program year and maintained throughout the program year. Children on the waitlist are prioritized according to the Selection Criteria Point System.

- **Income eligible** - Using the waitlist-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.

• **3. Over-income child receiving Child Care Subsidies (CCS)**

- **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:**

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



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

**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 three years after a child is no longer enrolled in the program.

**Performance Standard:**

1302.12 (k) (1-3)



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

**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~~three years after a child is no longer enrolled in the program.

**Performance Standard:**

1302.12 (k) (1-3)



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

**Policy:**

The Early Head Start – Child Care Partnership (EHS-CCP) Program prohibits Child Care Service Providers from suspending, expelling, or un-enrolling 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)

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

### Policy:

The Early Head Start – Child Care Partnership (EHS-CCP) Program prohibits Child Care Service Providers ~~to~~ from suspending, expelling, or ~~disenroll~~ un-enrolling 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)