

Selection Criteria

Head Start Performance Standard 1302.14

Subpart A

Policy:

Selection takes into consideration the income of eligible families, the age of the child and the extent to which a family or family meets the program's criteria. Ten percent of the slots are allotted for children with disabilities. Wait list developed at the beginning of enrollment year by ranking according to the selection criteria in ChildPlus system and is updated as new applications are received and processed.

Procedures:

1. Submit Online Application
2. Family Advocates will conduct intake interviews for review of application via phone, in-person, or virtual platform
 - ✓ Verification of child's age (birth date verification)
 - ✓ Verification of family income
 - Review time period(past 12 months or calendar year)
 - Review documentation for same period
 - ✓ Verify Risk factors
 - Homeless
 - TANF/SSI (receipt of public assistance)
 - Foster/CPS
 - ✓ Verify Disabilities
 - By Mental Health and Disabilities Manager
 - Verify diagnosis or IEP
 - ✓ Use ERSEA Manual for references
 - ✓ Guardianship
 - ✓ Residency (utility bill, lease)
 - ✓ Emergency Contacts
 - ✓ Ensure staff signed eligibility form
3. Income Verification and Determination of Acceptance by ERSEA Coordinator, at which time qualified families will be placed on a waitlist
4. Families are notified via phone and/or email of orientation date and time
5. Qualified families that attend orientation of program will then be accepted
6. Accepted students will be enrolled on the first day of attendance
7. Signed application and ChildPlus documentation will placed in student files
8. After full enrollment, vacancies are pulled from the waitlist by need