



**Head Start Program
Education Service Center, Region 20**

Child Recruitment & Selection Process (Plan)

I. Service and Enrollment Area

1. The service areas are Bandera, Medina, and part of Atascosa counties.
2. The enrollment area for this program is within the boundaries of Bandera, Devine, Hondo, Lytle, Medina Valley and Natalia school districts.
3. Pre-enrollment efforts begin in April for the program year to begin in August the same year.
4. Efforts are made to actively inform all families within the service area of the availability of services through fliers, newspaper ads, and letters to parents, parent referrals, and community agency referrals, as appropriate.

II. Student Eligibility

1. The center-based program serves children who are three or four years of age, on or before September 1st, of the program year. For the four-year-olds, this is the year before they are eligible for kindergarten by state regulations.
2. Income eligible children are enrolled using the *Eligibility Criteria Selection Survey* until all slots are filled. Every effort is made to recruit and enroll children in greatest need as early as possible to ensure appropriate services.
3. To ensure appropriate selection of Head Start qualified children, those intended for the 130% over income or 10% over income typically targeted for disabilities slots, are not enrolled unless the waiting list of 100% income eligible children has been exhausted.
4. Children with disabilities fill a minimum of 10% of enrollment slots program wide. Children with disabilities are also considered in the 10% over income selections.

III. Selection Criteria & Process

1. A few weeks prior to school beginning, all children who have complete enrollment packets are placed first by qualification level then in rank order from highest points to lowest points, according to the *Eligibility Selection Criteria Survey*.
2. The children with the highest points indicate the families with the greatest needs as defined on the survey. These children are placed on class rosters until all slots for the respective site are filled.
3. If more children apply for enrollment than the site has space available, the additional children are placed on a waiting list. When a vacancy becomes available, families with 100% qualification and highest points is contacted until the slot is filled. If none choose to accept the slot then those with 130% qualification and highest points are contacted until the slot is filled.
4. In the case of a tie of survey qualification for the last slot, a Selection Committee is formed. The Selection Committee members can comprise of the site administrator, Family Services Associates, teachers, parents, and other interested parties. The Selection Committee will weigh all the enrollment data and make an objective decision.

5. Selection Committee members are instructed in the use of the *Eligibility Selection Criteria Survey* in the case of a committee being formed.

IV. Enrollment Process

Family Services Associates schedule a meeting with the campus administrator to discuss the following:

- Date and time of Round-up/Registration
- Location of set-up
- Advertisement for Round-up (posters, newspaper, fliers, bulletins, school newspaper)
- Discussion about what information the district requires from each family
- Discussion and exchange of forms in Round-Up packet
- Any other issues unique to the center
- Who is responsible for what and who will keep the timeline to remind all of their responsibilities

Round-up posters are posted in the community at least two weeks in advance (FSA document recruitment contact forms for each poster).

Round-up ad is posted in the local newspaper and other media as possible at least two weeks before the event (the use of graphic in the announcement greatly enhances the advertisement).

ESC-20 Head Start management team staff provide assistance to center staff for the duration of Round-Up on an as need basis.

Family Services Associates and the campus administrator review income verification before notification letters are sent out to families. These letters are mailed out as selections are made beginning in June. The Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Timeline is followed throughout the process.

Occasionally complications will arise in verification of income and a team effort is made to arrive at an equitable and justifiable decision regarding eligibility. If a solution cannot be met, then the case is referred to the appropriate management team staff. Follow-up on each individual case referral made to a staff member outside center is a joint responsibility (i.e. FSA and management team staff) without exception. At no time is staff expected to have every answer to enrollment scenarios, however staff is expected to identify a possible challenge and refer it to proper personnel for follow-up and closure.

Annually, a committee of staff meets to review the Round-Up documentation packet. Any Round-Up concerns that appear to be **program wide** are brought before the committee at that time. The group makes the necessary programmatic changes improve the situation and inform staff of any new changes.

Revised June 2012/JSC

ESC-20 Board Approved:

Policy Council Approved:

Education Service Center, Region 20 Head Start Program
Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Timeline

August	Monitor and review enrollment lists and counts for reporting each month through end of school.	
September	Debrief recruitment and enrollment process. Recruitment and enrollment continues through May for current school year. Monitor and refine ERSEA process as needed.	
October	Ongoing review, monitoring, and reporting.	
November	Ongoing review, monitoring, and reporting.	
December	Ongoing review, monitoring, and reporting.	
January	Work on revising ERSEA forms, application, eligibility matrix, income verification, homeless definition, family size/composition, legal guardian issues, Commitment letter, withdrawal/transfer, etc. Forms committee of staff to review, discuss, and edit forms for the next school year will be formed. Ongoing review, monitoring, and reporting.	
February	Review and revise points and selection criteria based on community assessment. Review and revise ERSEA plan. Ongoing review, monitoring, and reporting.	
March	Finalize ERSEA forms, policies and procedures, and roles and responsibilities. Finalize form revisions for print and distribution. Recruitment begins and will continue through summer as needed. Ongoing review, monitoring, and reporting.	
April	Recruitment continues. Commitment letters and re-enrollment of all returning children (including those being transferred to another site). Ongoing review, monitoring, and reporting.	
May	Recruitment continues. First selection occurs before end of May: 85% of funded enrollment filled with priority of selection beginning with those qualified as 100% and categorical, up to 10% enrollment of children with disabilities at or above income level (consideration of 10% of slots done in collaboration with disabilities specialist), then continuing with 130% income qualified. Document first selection of children on enrollment lists and send notification letters by end of May. Enter updates for rollover children by end of May. At sites with 3 and 4 year olds, rollovers will be documented first. Then in June additional selection of children from new enrollments will be made following the priority selections. Ongoing review, monitoring, and reporting.	
June	Recruitment continues. Complete and document enrollment packets for first selection children. Selection continues to ensure 100% enrollment by the 1 st day of school. Ongoing review, monitoring, and reporting.	
July	Recruitment and enrollment continues to ensure 100% enrollment by the 1 st day of school. Complete all enrollment packets for all selected children and document enrollment information. Send notification letters by end of July for remaining selections. Begin initial visits for selected students. Ongoing review, monitoring, and reporting.	

Revised 5/2012 JSC
Timeline Approved by Policy Council: May 17, 2012
Timeline Approved by ESC-20 Board: