Performance Standard:	1302 Program Operations ERSEA
Subcategory:	Subpart A Part 10,11,12,13,14,15,16
Policy Updated:	
Policy Council Approval Date:	
Governing Body Approval Date:	
Responsibility:	Head Start Director, ERSEA Specialist, Head Start Staff

ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE

Determining, Verifying, and Documenting Eligibility Policy

1302.10 Purpose

The purpose of this policy is to describe the requirements for determining community strengths, needs, and resources as well as recruitment area.

1302.11 Determining community strengths and resources

Denton ISD Head Start program managers conduct a community-wide needs assessment to design a program that meets the community's needs and builds on strengths and resources.

- All recruitment efforts are based on our community assessment. The baseline assessment is conducted at least once at the beginning of the five-year grant period and other and updated annually.

1302. 12 (a)(2)(i) and (ii)

Recruitment

- Recruitment is an ongoing process throughout the school year. Round up events are conducted in the spring.
- Flyers in English and Spanish are distributed to community social service agencies, doctor offices, local grocery stores, churches, and local newspapers, sent home with students, convenience stores, and on the school website. We have partnered with the Denton ISD Pre-K Director to utilize online recruitment efforts.
- Special efforts are made to recruit children with disabilities.
- Selected pre-registration sites:
  Set up recruitment locations, dates, and times
  Ensure there is adequate staff at each site to accept applications

Assist parents as needed
- When needed additional recruitment events may be added to increase the number of participants on the waiting list.

1302.13

Eligibility Requirements

- To be eligible for Head Start services, a child must be three by September 1 for the upcoming school year.
- Be no older than the age required to attend school.
- A pregnant woman or a child if:
  The family's income is equal to or below the poverty line and would be potentially eligible for public assistance; including TANF child only-payments or homeless as defined in 1305 or in foster care.

Verifying

- Applications and Interviews are conducted.
- Birth certificates or passports will be used to verify age. If the parent cannot produce a birth certificate, they will be allowed 30 days to obtain it.
- Verification includes any of the following:
  Individual Income Tax 1040
  Pay-stubs
  A written statement from the employers
  Self-declaration letters
- To verify whether a child is in foster care, families experiencing homelessness, or a family is receiving public assistance (TANF, SSI, SNAP), the staff may accept a court order, or other legal, government-issued document. A statement/email from the Homeless liaison may be used to verify a family is experiencing homelessness.
- An "Eligibility Verification" sheet will be completed and signed by designated Head Start staff members and kept on file for each child in the cum folder.
- If the child has been found income eligible and is a participant in the program, he or she remains income eligible the enrollment year and the immediately succeeding year. It is not necessary to reverify income before enrolling the child for the 2nd year. If the parent reports to the Head Start program that their income has changed between program years, it will be at the discretion of the program (Head Start Director, ERSEA Specialist, and ERSEA Committee) to determine whether the increase warrants verification.

1302.14

Selection

Prioritizing

- The program develops and annually updates the selection criteria (point system) according to the community needs assessment. Based on the number of points received, eligible children enter the program. A waiting list is developed for the remaining children. The children remain on the list until an enrollment opportunity becomes available. This list is maintained throughout the year.

1302.15

Enrollment

- The children on the list for enrollment are ranked highest to lowest with priority points. Children with the highest points according to the criteria will be prioritized and placed first into the program.
- The parent is notified of selection, by letter of acceptance or a letter stating that the child is on the waiting list. The letter provides registration information. At registration, the children are tested and placed on a class roster.
- Three percent of our slots are reserved for families experiencing homelessness and after 30 days the slots will become vacant and filled.
- Each enrollment slot is filled as soon as a vacancy occurs and not to exceed 30 days.
- When needed additional recruitment events may be added to increase the number of participants on the waiting list. Each enrollment slot is filled as soon as a vacancy occurs and not to exceed 30 days.
- A returning child is a child who participated in the program at the end of the year and is allowed to participate the following year without re-qualification. If a child withdraws from the program before the end of the year, he/she is not considered a returning student therefore must requalify for re-enrollment.
- The program complies with the state immunization enrollment and attendance mandates of the state of Texas and immunization is not a requirement as a condition of enrollment.
- All participants in the program are allowed to remain in the program until kindergarten age.

1302.16

Attendance

- The program will make every effort to retain funded enrollment by working with tracking attendance and filling vacant slots for the prioritized waiting list within 30 days.
- The program has aligned the attendance plan with the district.
- Attendance is taken daily and entered in e-school by the teacher.
- The parent is expected to upload attendance documentation on the district/campus website or submit a handwritten note to the office within 72 hours.

- The parent is expected to call the teacher when the child is out as soon as possible.
- When the program's monthly attendance falls below 85 percent, the ERSEA specialist will contact the parents and guidance will be given.
- If there has not been any contact with the parent, the Social Worker will contact the parent by phone and/or home visit. However, if home visits are not allowed during times of emergencies, natural disasters, and pandemics, the program will abide by the directives of the Office of Head Start, CDC, and state and local district plans.
- Attempts to contact parents will be documented in call logs, automated attendance letters for the districts, meeting sign-in sheets, and attendance plans.
- If there are no signs of people living in the home after a home visit is completed, attempts will be made to contact friends and family on the emergency contact.
- Should the child be out for surgery or illness for a short term, (several weeks) due to a family crisis, the slot shall be held until the child returns to school.
- All avenues to assist the parent and ensure the child's return must be explored including eliminating barriers before considering termination.
- The decision for termination of a child will be made by Head Start Director, ERSEA specialist and/or ERSEA Committee.

Documentation Information

Illness
Partial Day Healthcare Appointment (Student will be out part of the day) Documentation Required
Healthcare Appointment (Student will not attend school) Documentation Required)
Emergency in the immediate Family (Verified but not Excused unless by Campus Principal)
Funeral of immediate Family Member Documentation Required
Official Court Appearance Documentation Required

Record-Keeping Child Folder Form Checklist

Highlight each item in GREEN when you have verified it is complete. If it is missing leave it blank.

CUM FOLDER
Outside_____
Child's Name
Parent's Name
Entry Date
Teacher's Name
Inside of the Cum Folder
_____Court Papers (CPS Placement, Adoption decree, Guardianship paperwork, if needed)
_____Denton ISD Verification Form
_____Copy of Birth Certificate
_____Copy of Proof of Resident
_____Notarized Exhibit B (If needed)
_____Copy of Parent ID or Driver's License of enrolling parent(s)

BLUE FOLDER (Assistant School Administrator/Assistant Principal) Give to Assistant Administrator
_____Home Language Survey
_____Language Test

YELLOW FOLDER *(ERSEA Specialist Responsibility) Staple forms together in the upper left corner*
_____Copy of the Head Start Application
_____Head Start Application Signature Page
_____Head Start Verification Form
_____Copy of Income
_____Data Calculation Sheet
_____Parent Pledge

PINK FOLDER *(School Nurse/ Health Specialist)*
_____Health Check List
Copy of Health Document (Signed by Parent)
        _____Child TB Questionnaire
        _____Parents TB Questionnaire
        _____Lead Risk Questionnaire
        _____Mental Health Services Consent

Updated Jan. 2023
LS

_____Nutrition and activity Questionnaire
_____Medical and Dental Home Information
_____Immunizations
_____Physical Examination
_____Dental Examination
_____Copy of Insurance card
_____Consent for Release and Exchange of Health Information
_____DISD Dietary Request (If applicable)

Orange Folder *(Give to Education Specialist)*
_____Results (Place on brads on the left side of the folder)
_____Denton ISD Head Start Developmental Screening Assessment (Place on brads on the left side of the folder behind the form)
_____Denton ISD Head Start Developmental Screening Report
_____ASQ (Place in the middle of the folder)
_____Denton ISD Head Start Disabilities Component Suspected Disability Information Form (Place in the middle of the folder behind the folder ASQ)

Manila Folder (Give to teacher)
_____Pickup list

Note: After Enrollment is completed, give the cum folder to the receptionist. The receptionist will give to the school secretary.