

**SAN BERNARDINO COUNTY
HEAD START ERSEA SERVICE PLAN**

Content Area: PART 1305-ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT AND ATTENDANCE

PERFORMANCE STANDARD	STRATEGIES	INDIVIDUAL(S) RESPONSIBLE	TIMELINE	DOCUMENTATION/ MONITORING
<p>1305.1(a) To be eligible for Head Start services, a child must be at least three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located. The exception is cases where the Head Start programs approve grant provides specific authority to serve younger children. Examples of such exceptions are programs serving children of migrant families and Early Head Start programs.</p>	<p>Services are provided to families with children between the ages of 3-5 years old in the HS program. The PSD Generalist verifies the hospital birth certificate/baptismal record, medical card or other documentation provided by parents at the time of enrollment to verify the age of the child.</p>	<p>PSD Generalist</p>	<p>Time of initial enrollment</p>	<p>The information is documented on the child enrollment application.</p>
<p>1305.4(b) (1) At least 90 percent of the children who are enrolled in each Head Start program must be from low-income families.</p> <p>1305.4(2)e A signed statement by an employee of the EHS/HS program, identifying which documents were examined and stating that the child is eligible to participate in the program, must be maintained to indicate that income verification was made.</p>	<p>At the time of enrollment verification is made to determine income eligibility. The following documents, as applicable, are checked: Form 1040</p> <ul style="list-style-type: none"> • W-2 • Pay check stubs • Written statements from employers • Documentation of receiving public assistance <p>A signed statement is completed by the PSD Generalist indicating the income that was verified to determine that the child is eligible to receive Head Start services.</p>	<p>PSD Generalist</p>	<p>When the application is completed, PSD Generalist determines if the family is income eligible for the program.</p>	<p>After the child has been accepted into the program documentation is made on the application for the verification of income eligibly.</p>

<p>1305.(a) In order to reach those most in need of Head Start, grantee and delegate agency must implement a recruitment process. This process is designed to inform all families with Head Start eligible children within the recruitment area about the availability of services and encourage them to apply for admission to the program. This process may include canvassing the local community, use of news releases, advertising, family referrals and referrals from other public and private agencies.</p> <p>(b) The recruitment process prior to the beginning of the enrollment year, a Head Start program must solicit applications from as many Head Start eligible families within the recruitment areas as possible. If necessary, the program must assist families in filling out the application form. This assures that all information needed for the selection is completed.</p> <p>(c) During the recruitment process, each program, except migrant programs, must obtain more applications than there are anticipated enrollment opportunities available over the course of the next enrollment year. This allows selection of those with the greatest need for Head Start services number of applications during the recruitment process that occurs prior to the beginning of the enrollment year that is greater than the enrollment opportunities that are anticipated to be available over the course of the next enrollment year to select those with the greatest need for Head Start services.</p>	<p>The Eligibility Workers and Generalists actively recruit throughout the program year by going into the community and passing out flyers, and attend community collaborative meetings. Eligibility Workers and Generalists participate in community workshops throughout the year and visit the local, public services offices to conduct workshops and distribute program recruitment materials and information.</p> <p>The Eligibility Workers and Generalists actively recruit throughout the program year. The plan consists of going into the community and passing out flyers to various agencies. In addition, families are given assistance when completing the application by the Eligibility Workers at the time that an application is requested.</p> <p>The Head Start program has a waiting list that is kept with all the applications for families that are waiting for Head Start service</p>	<p>Generalists</p> <p>Eligibility Workers</p> <p>PSD Generalist</p> <p>PSD Generalist</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Recruitment Log</p> <p>Recruitment Log</p> <p>Waiting List</p>
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<p>1305.6(a) Each Head Start program must have a formal process for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start services. The selection criteria must be based on those contained in paragraphs (b) and (c) of this section.</p> <p>(b) In selecting the children and families to be served, the Head Start program must consider the income of eligible families, the age of the child, the availability of kindergarten or first grade to the child, and the extent to which a child or family meets the criteria that each program is required to establish in Sect. 1305.3 (c)(6)</p> <p>(c) At least 10 percent of the total number of enrollment opportunities in each grantee and each delegate agency during enrollment year must be made available to children with disabilities who meet the definition for children with disabilities in Sec.1305.3(c) (6).</p> <p>d) Each Head Start program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection criteria. This assures that eligible children enter the program as vacancies occur.</p>	<p>When an application is submitted, it is inputted into Genesis and priority is identified The families with the most points demonstrate the highest need and are placed at the top of the waiting list.</p> <p>In the HS program, the family is selected into the program based upon the number of selection criteria points received on the selection criteria, the family income, the age of the child and the date the application was turned in.</p> <p>In the selection criteria children with diagnosed disabilities are given additional points.</p> <p>As families apply to the program they are placed on a waiting list until there is space available in the center.</p>	<p>PSD Generalist</p> <p>PSD Generalist</p> <p>PSD Generalist</p> <p>PSD Generalist</p>	<p>When the applications are turned in by the family</p> <p>When the applications are turned in by the family</p> <p>When the applications are turned in by the family</p> <p>Waiting List</p> <p>Waiting List</p>	<p>Genesis</p> <p>Agency Resource Referral Form, Parent Board, Resource Binder</p> <p>Application package</p>
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<p>1305.7 Enrollment and re-enrollment</p> <p>(a) Each child enrolled in a Head Start program, except those enrolled in a migrant program, , must be allowed to remain in Head Start until kindergarten or first grade is available for the child in the child's community.</p> <p>Except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start . For example, such as when there is a change in the child's family income and there is a child with a fgreater need for Head Start services.</p> <p>(b) A Head Start grantee must maintain its funded enrollment level. When a program determines that a vacancy exists, no more than 30 calendar days may elapse before the vacancy is filled. A program may elect not to fill a vacancy when 60 calendar days or less remain in the program's enrollment year.</p> <p>(c) If a child has been found income eligible and is participating in a Head Start program he or she remains income eligible through that enrollment year and the immediate succeeding enrollment year. Children who are enrolled in a program receiving funds under the authority of section 645A of the Head Start Act</p>	<p>In the HS program the child is eligible for services for 2 years. They are then recertified after the second year to ensure eligibility. At this time, the child remains eligible for the program until they enter kindergarten.</p> <p>When a space becomes available in HS, the PSD Generalist determines the next child to be served by gathering the information from the waiting list. The family is scheduled for an appointment to fill out the enrollment packet. The child is then enrolled into the program immediately.</p> <p>In the HS program the child is eligible for services for 2 years. They are then recertified after the second year to ensure eligibility. At this time, the child remains eligible for the program until they enter kindergarten.</p>	<p>PSD Generalist</p> <p>PSD Generalist</p> <p>PSD Generalist</p>	<p>As needed</p> <p>As needed</p> <p>As needed</p>	<p>Transition forms and recertification forms are located in the child file</p> <p>Waiting list</p> <p>Documentation in child file. Certification for HS, Transition Plan</p>
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<p>(programs for families with infants and toddlers, or Early Head Start) remain income eligible while they are participating in the program. When a child moves from a program serving infants and toddlers to a Head Start program serving children age three and older, the family income must be reverified. If one agency operates both an Early Head Start and Head Start program, and the parents wish to enroll their child who has been enrolled in the agency's Early Head Start program, the agency must ensure, whenever possible, that the child receives Head Start services until enrolled in school.</p>				
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