



COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY

NO. 01 **ISSUE 5**

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EFFECTIVE: 03-28-12

Updated

SUBJECT: Early Head Start / Head Start Application Documentation (Intake Procedure)

APPROVED: 03-28-12

BY: Ron Griffin, Director

PURPOSE:

To establish standardized procedures for obtaining Head Start and Early Head Start enrollment applications and supporting documents.

POLICY:

The Center clerk will be the primary employee to distribute application information, supporting documentation, and assist parents with completing the Head Start and Early Head Start applications when a Generalist is not present on site

REFERENCES:

Head Start Performance Standards 1305.4 (A-E)
Head Start Act 645(a)(1))(C)

PROCEDURE:

Center Clerks and site staff will provide information regarding Head Start and/or Early Head Start services and make accommodations to communicate with families according to their cultural background and preferred language. Center Clerks will not turn away any family requesting assistance with the Head Start/Early Head Start application and will engage families in person or set appointments when necessary.

The Center Clerk will ask the parent(s) or guardian(s) for the following documents for completion of the Head Start and Early Head Start application:

Verification of birth (one of the following):

- Birth Certificate
- Baptismal Certificate
- Medi-Cal Card
- Passport

Proof of Income (one of the following):

- Notice of Action (TANF)
- SSI Letter
- Pay envelope with income stated
- Unemployment Statement
- Foster Care Reimbursement
- Proof of Income for previous 12 months

("...evidence of family income during the 12 months preceding the month in which the application is submitted, or during the calendar year preceding the calendar year in which the

application is submitted, whichever more accurately reflects the needs of the family at the time of application")

- **(STATE ONLY)** - Current check stub. One Month's worth of pay stubs
- Signed Income Tax returns (1040)
- W-2 forms
- Written Statement from Employer

Homeless: Letter of Declaration/Letter from homeless shelter:

- Documentation of zero income
- Other: PSD Letter of Affidavit for each appropriate funding source

Public Assistance:

Families receiving benefits or services through Cal Works/TANF/SSI/Homeless/Foster are categorically eligible even if the family's income exceeds the income guidelines. Families qualify for Head Start if they are receiving public assistance. Public Assistance is defined as benefit or services funded through TANF or SSI.

Military Income-Recent paycheck for income verification. Tax returns are not acceptable.

Photocopies of documents showing Cal Works/TANF/SSI participation should be included in the document intake process. Types of acceptable documentation include:

- Cal Works/TANF/SSI notice of Action
- Verification of Public Assistance (Cal Works/TANF/SSI)
- Foster care reimbursement
- Certification of Homeless/Declaration of Homeless – Letter from homeless shelter

Additional Documentation Required:

Immunization Record

Proof of Health insurance for child (if available)

Physical Exam form with attached Letter to Doctor and a toll free telephone number to current CHDP Providers (if family has no insurance)

Proof of Residency:

- Current utility bill
- Current rental agreement
- Notice of Action (TANF) or SSI Letter
- Current pay stub with applicant address
- Mail addressed to applicant with current post mark
- Other reasonable and consistent documentation (approved by a supervisor)

The Parent will complete, sign and date the following:

- Head Start / Early Head Start Application
- Medical History Profile
- Ages & Stages Assessment
- Family Services Assessment (FSA)
- Nutrition Questionnaire

The Center Clerk will ensure that all documents have been signed by the parent and delivered to the Generalist assigned to certify a parent's eligibility for enrollment.

The Center clerk will review the Family Services Assessment, and provide any emergency referrals and/or information necessary and document on FSA with follow-up information (copy of referral will be entered into COPA). Center Clerks will assist with completion of FSA's during the documentation gathering process when the Generalist is not on site.

The Generalist will review the application and verify parent signatures.

The Generalist will date and certify eligibility for the application.

The Center Clerk will review the Medical History Profile or the Early Health History (for EHS programs only) for the following:

- Completion of both sides of the form, including date & signature.
- Food allergies (Give parents copy of the Allergy Statement Form to take to the medical Provider if needed).
- Provide referral packet to parent if MHP or Early Health History suggests a concern.
- Note on MHP or Early Health History all resources and medical treatment given.
- Health/Nutrition/Behavioral Health concerns.
- All referrals-Submit through COPA.

Once the application is received from the Center Clerk; Generalists will review the Immunization record to insure the child is up to date for all required immunizations. If child is missing immunizations; Generalists will notify the parent regarding which immunizations are still required. Generalists will refer families to their health care provider. Families that do not have medical insurance will be referred to the San Bernardino County Public Health Clinic for immunization (see immunization requirements). Generalists will advise parents the child cannot start attending class unless immunizations are up to date.

Immunization Exemptions:

Personal Beliefs:

Parent(s) must sign the California School Immunization Record Affidavit.

Medical condition:

Parent must provide a physician's statement identifying which immunizations are exempted, the specific nature of the exemption, and the probable duration of the medical condition. The physician's statement of exemption must be stapled to the Blue Immunization Card.

(Refer to the California Immunization Book for clarification pages B-34 thru B36).

The Generalist will review the complete physical and ensure that all required screenings are complete.

The required screenings are:

- HGB/HCT
- TB – (If child is under 3 years of age; a risk assessment is required)
- Vision
- Hearing
- Blood Pressure
- Blood Lead
- Urinalyses (if 4 years of age).

For missing screenings; Generalists will inform the parent(s), complete the Up-Date-Immunizations form, and refer parent(s) back to the family's medical provider (except for vision and hearing screenings). The Generalist or other site staff will conduct vision and hearing screenings. The Generalist or other site staff may call the medical provider for missing results or may fax a signed Permission Release of Information form and have physician's office fax back the missing information. Generalist or other site staff will attach faxed results to physical form.

The completed application and all other forms must be placed in a locked file cabinet using folder format. These forms include but are not limited to the following:

- Proof of Income/Worksheet Files
- Application
- Document Information Form (DIF)
- Medical History Profile
- Nutrition Questionnaire
- Disability forms
- Copy of Immunizations
- Proof of Birth
- Current Physical
- Court order Guardianship paper/ Foster Care Document/ Notarized Statement
- ASQ
- ASQse
- HS Eligibility Verification Form