



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

ERSEA

EFFECTIVE: 04-25-16

**SUBJECT:
INTAKE POLICY AND PROCEDURE**

APPROVED: 04-25-16



BY: Diana Alexander, Director

PURPOSE

To establish a standardized collection procedure for obtaining enrollment applications, eligibility, health and supporting intake documentation.

POLICY

The Program Generalist is the primary employee responsible for distributing, collecting and assisting with the completion of the enrollment application, eligibility, health and supporting intake documentation.

REFERENCE

Head Start Performance Standards 1305.4(A-E); Head Start Act 645(a)(1)B(v)(C).

PROCEDURE

The Program Generalist shall distribute, collect and assist with the completion of the enrollment application, eligibility, health and supporting intake documentation. The documents will be compiled and organized into a folder utilizing the File Folder Set Up. In the absence of the Program Generalist, the Center Clerk and Teachers will assist. For EHS-CCP, the Program Generalist will have the principle responsibility and in his or her absence the Program Supervisor will assist.

The Program Generalist will complete the intake process as follows:

Step	Action
1	<ul style="list-style-type: none"> Review Enrollment application for completion; For EHS-CCP: the review includes any documentation received from CCRC or TAD to establish eligibility with State subsidy;
2	<ul style="list-style-type: none"> Certify eligibility;
3	<ul style="list-style-type: none"> Distribute the enrollment and health packet to the family;
4	<ul style="list-style-type: none"> Collect and review required enrollment and health documentation;
5	<ul style="list-style-type: none"> Organize the Family File with the application, eligibility, enrollment and health documentation; For EHS-CCP, the Program Generalist is required to scan and upload all eligibility documentation into the Electronic Record Keeping System (ERKS).
6	<ul style="list-style-type: none"> Transfer the completed Family File to the Site Supervisor and document the transfer on the Log of Access; EHS-CCP: the Program Generalist will transfer only the education and health documentation to the Provider. All eligibility documentation will be kept at PSD.

The Site Supervisor/EHS-CCP Provider will:

Step	Action
1	<ul style="list-style-type: none">• Receive the Family File from the Program Generalist;
2	<ul style="list-style-type: none">• Document the file transfer by signing on the Log of Access;
3	<ul style="list-style-type: none">• Transfer the completed Family File to the designated Teacher. This step does not apply to EHS-CCP.

The Teacher/Home Base Visitor will:

Step	Action
1	<ul style="list-style-type: none">• Receive the Family File from the Site Supervisor;
2	<ul style="list-style-type: none">• Document the transfer of the Family File by signing on the Log of Access;
3	<ul style="list-style-type: none">• Place the completed Family File in the designated locked filing cabinet.

These steps do not apply to EHS-CCP program.

The following documents in the application, eligibility, enrollment, health and intake documentation are included during the intake process, but are not limited to:

Verification of birth (one of the following):

- Birth Certificate;
- Baptismal Certificate;
- Certificate of Live Birth;
- Medi-Cal Card;
- Passport.

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 from TANF or SSI Letter;
- Current pay stub with applicant address;
- Mail addressed to applicant with current post mark;
- Other reasonable and consistent documentation with supervisor approval.

For EHS-CCP, the Program Generalist will utilize all documentation on file with the Provider (child care or family child care home). Program Generalist will follow-up with parents when a required documentation for proof of birth, residency or health status is not on file with the Provider. In addition, the Program Generalist must collect verification of subsidy eligibility from TAD or CCRC.

Enrollment Packet:

- Emergency Card;
- Child History Profile;
- Parent's Rights;
- Personal Rights;
- Picture Consent Form;
- Screening Consent Form;
- Parent Handbook Receipt;
- Bus Consent (does not apply to EHS-CCP families);
- Family Services Assessment;
- Family Partnership Agreement.

Immunization Record

Program Generalists will review the Immunization record to ensure the child is up to date for all required immunizations. If a child is missing immunizations, Program Generalists will notify the parent regarding which immunizations are still required and 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.

For EHS-CCP, while the child may already be enrolled and receiving care by a Provider with State subsidy, the child will not be enrolled in the EHS portion of the program until all required immunizations are up-to-date. The Program Generalist will, however, support the family in obtaining the required immunizations.

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).

PSD adheres to Senate Bill 277 regarding immunizations and allowable exemptions under its current provisions. Effective July 1, 2016 the personal belief exemption to vaccinations will expire unless children are grandfathered in before January 1, 2016.

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

The required screenings include:

- Well-baby screening (required for Early Head Start);
- HGB/HCT (only for children over 9 months old);
- TB (a risk assessment is required for children under 5 years of age);
- Vision;
- Hearing;
- Blood pressure (for 3-5 year olds);
- Blood lead;
- Urinalyses (for 4 year olds).

If screenings are missing at intake, the Program Generalists will inform the parent(s) of the missing screening(s), complete the "Immunizations Update" form, and refer parent(s) back to the family's medical provider. If vision or hearing screenings are missing, the Program Generalist or other site staff will conduct vision and hearing screenings. The Program 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 the missing information. The Program Generalist or other site staff will attach the faxed results to physical form.

The completed application and all other forms must be placed in a locked file cabinet using the current File Folder Set Up. These forms include but are not limited to the following:

- Proof of Income/Worksheet Files;
 - For EHS-CCP, this documentation will be kept at the PSD location as well as scanned into the ERKS);
- Application;
 - For EHS-CCP, this documentation will be kept at the PSD location as well as scanned into the ERKS);
- 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;
- Social Emotional Questionnaire;
- HS Eligibility Verification Form;
 - For EHS-CCP, this documentation will be kept at the PSD location as well as scanned into ERKS).

Note: For Proof of Income and documents required for Categorical Eligibility, refer to the Income & Categorical Eligibility policy.