



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

**ERSEA**

**EFFECTIVE: 04-25-16**

**SUBJECT:  
SELECTION CRITERIA FOR HEAD START, EARLY  
HEAD START AND EARLY HEAD START – CHILD  
CARE PARTNERSHIP PROGRAMS**

**APPROVED: 04-25-16**



**BY: Diana Alexander, Director**

**PURPOSE**

To ensure compliance with funding requirements, the Preschool Services Department (PSD) has established a formal system for selecting age and income eligible children for the Head Start (HS), Early Head Start (EHS) and Early Head Start - Child Care Partnership (EHS-CCP) programs.

**POLICY**

PSD adheres to Head Start Performance Standards when selecting eligible children and families for enrollment.

**REFERENCE**

Head Start Performance Standards 1305.6 (A-D), HS Program Instruction ACF-PI-HS-09-04.

**PROCEDURE**

The Generalist will complete the intake process by placing all the necessary information from the completed application and supporting documentation into the electronic record keeping system. The electronic record keeping system will assign eligibility points based on the enrollment priorities as determined by the agency's Community Assessment and program-specific priorities.

**Enrollment Priorities for Head Start and Early Head Start Programs**

- Age eligibility:
  - For EHS, a child must be an infant or toddler younger than three years old. A pregnant woman may be at any age.
  - For HS, a child must be at least three years old or turn three by September 1<sup>st</sup>, the date used to determine eligibility for public schools.
  - Low-income four year olds get priority over low-income three year olds.
- Income eligibility (lowest income are enrolled first): The family's gross income is equal to or below the federal poverty line, or the family is eligible (or in the absence of child care would be potentially eligible) for public assistance (SSI or Cal-WORKS).
- Categorical eligibility:
  - Homeless.
  - Foster Children.
- Pregnant teens and teen single mothers are a priority for EHS.
- At least 10% of funded enrollment slots are allocated to children with special needs.
- Local priority:
  - Mothers with less than 12 years of education.
  - Parents who did not graduate from high school or possess a high school

- diploma.
- Single parent households.
- Limited or non-English speaking parents.

The Selection Criteria are established utilizing the Community Assessment data and is presented to the Policy Council and Shared Governance Board annually for review and approval. Over-income enrollment opportunities are limited to 10% of total funded enrollment.

### **Head Start and Early Head Start Full Day Criteria**

All EHS Center Based and EHS-CCP classes are full day.

### **Age Eligibility**

Must meet the age requirements set forth in the Head Start Performance Standards.

- EHS Center Based: must not be younger than 18 months and not be older than three years of age at the time of enrollment.
- EHS-CCP:
  - EHS-CCP child care center classes: must not be younger than six weeks and not be older than three years of age at the time of enrollment.
  - EHS-CCP family child care home classes: must not be younger six weeks and not be older than four years of age at the time of enrollment.
- HS Full Day: must be three or four years old on or before the cutoff date used to determine eligibility for public school in the local school district and must not be five years old before the same cutoff date.

### **Income Eligibility**

Must meet the Federal Guidelines set forth in the Federal Register. In addition, families with a state childcare subsidy seeking to enroll their children in EHS-CCP have priority.

### **Immunization Requirements**

Must have complete up to date immunizations or a waiver (if child is currently up to date, and their doses are not yet due, they may be enrolled on the condition that they will receive doses as they become due). The Generalist must follow up by informing the parents when immunization is due 10 days prior to the due date.

### **Note**

Homeless children can start attending without proof of immunization while the family is given reasonable time to submit the documentation. Please refer to the Referral Procedure and the Family Services Assessment (FSA) Procedure guidance when addressing health and other needs of the child/family. PSD Adheres to Senate Bill 277 regarding immunization 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.

### **Need**

Families with special needs that justify full day services or those children whose parents are employed or in job training with no caregiver present in the home. The following activities and/or circumstances meet the criteria described above:

- Work including travel time.

- Job training and school including study and travel time.
- Incapacitated parent(s) (requires a statement from their physician stating they cannot provide adequate child care).

In addition to the above areas of Need, families considering to enroll their children in EHS-CCP will receive priority points if the following conditions are demonstrated through a verifiable Notice of Action from the subsidy agency:

- Current subsidy recipient employed 30+ hours per week.
- Current subsidy recipient student studying more than 30+ hours per week.
- Current subsidy recipient has another activity approved for 30+ hours per week.

### **Selection Process When Filling a Vacancy**

When a vacancy occurs, Generalists will follow these steps of priority in selecting the next child for enrollment:

#### **Early Head Start – Child Care Partnership**

1. CCRC or TAD will refer potentially eligible children to the Generalist from their existing Subsidy Wait Lists, currently enrolled subsidy families, and/or from direct recruitment efforts.
2. The Generalists will review the referrals to establish initial eligibility and determination of selection criteria points.

#### **Head Start**

1. Refer to the EHS Transition List in order to enroll an EHS or EHS-CCP child transitioning into the HS Program.
  - a) EHS children transitioning out of EHS into HS have first priority as they are already enrolled in the program.
  - b) EHS-CCP children transitioning out of EHS-CCP into HS have second priority as they are already enrolled in the program.
  - c) EHS and EHS-CCP children will not be on the waiting list as they are already enrolled in electronic record keeping system.
2. Review the Disability Certification List to ensure that all efforts have been made to obtain a completed HS application and supporting documentation to certify and enroll a child with an IFSP or IEP into the HS programs.

**NOTE: If agency 10% disability requirements are not met, children with IEPs or IFSPs receive first enrollment priority.**

3. Obtain the waiting list in the electronic record keeping system for the enrolling site in order to enroll the child with the highest priority ranking (eligibility points).