

When an enrollment application is received:	Person Responsible	Time Frame
<p>1. Any supporting documentation will be gathered and reviewed:</p> <ul style="list-style-type: none"> - Proof of Age - Proof of Income - Verification of homelessness or foster care - Disability documentation - Any other relevant documentation 	Family Advocate	As soon as all necessary documents are received
<p>2. The Selection Criteria Form will be completed as follows:</p> <ul style="list-style-type: none"> i. Determine the family size (as defined in HSPPS 1305.2) List this in the appropriate area at the top right of the form. ii. Enter the Child's Name. iii. Enter the Family Income. <p>For each section choose the option that best matches the family's status</p> <ul style="list-style-type: none"> iv. Determine the family's income status: If the Child has documentation of being in foster care assign 999 points and list it in the <i>Foster Child</i> row under the <i>Assigned Points</i> column. If the Child has documentation of being homeless assign 999 points and list it in the <i>Homeless</i> row under the <i>Assigned Points</i> column. If anyone in the family has documentation of being on public assistance assign 500 points and list it in the <i>Public Assistance</i> row under the <i>Assigned Points</i> column. If none of the above apply, calculate whether the family is under or above the income guidelines using the most current poverty guidelines available and assign points in the appropriate row. v. Determine the child's age as of August 15th of the current school year. Assign points in the appropriate row. *note: if a child is over 5 years old they are not eligible for Head Start. If a child is under three they are not eligible until after their third birthday. vi. Determine the family type and assign points in the appropriate row under Family Type. vii. If there is a diagnosed or suspected disability the HSM must review the supporting documentation and approve the assignment of points. Once such approval has been obtained, the HSM will initial the form and assign points in the appropriate row. viii. Determination of other factors: If the family has a current CPS case assign 100 points and note how this was verified in the comment section. If the family was referred by another agency assign 80 points and note which agency referred them in the comment section. If the family has a current crisis assign 60 points and note what type of crisis in the comment section. If either parent is or was a teen parent (age 19 or less at the time of child's birth) assign 40 points. If either parent is unemployed due to the inability to find or keep a job assign 40 points and list which individuals in the comment section. If a member of the family has a chronic health condition which creates a hardship on the family assign 40 points and specify the health condition, who has it, and how the family is effected in the 	Family Advocate	As soon as all necessary documents are received

<p>comment section. Attach any supporting documentation used to verify the condition.</p> <p>If the family is in need of childcare in order to obtain or maintain employment or education assign 40 points and attach proof of employment or enrollment.</p> <p>If the family speaks a language other than English assign 40 points and specify which language in the comment section.</p> <p>If either parent is active duty military assign 20 points and specify which parent in the comment section.</p> <p>If the child had a sibling that is currently or formerly enrolled in Head Start assign 10 points and list the siblings name in the comment section.</p> <p>*note: assignment of points for most other factors will indicate a family need and corresponding family service notes will be expected.</p>		
<p>3. The staff member who verified the documents and completed the form will sign and date in the appropriate area.</p>	<p>Verifying Staff Member</p>	<p>Upon Completion</p>
<p>4. The information from the Selection Criteria Form will be entered into ChildPlus.</p>	<p>Family Advocate</p>	<p>Within 48 hours of completion</p>
<p>5. The Selection Criteria Form will be scanned into the application section of ChildPlus.</p>	<p>Family Advocate</p>	<p>Immediately after entry</p>
<p>6. The original Selection Criteria Form will be presented to the FSM for management review.</p>	<p>Family Advocate</p>	<p>During EOM meetings</p>
<p>7. The Selection Criteria Form will be reviewed for accuracy.</p>	<p>FSM</p>	<p>During EOM mtg</p>
<p>8. If accurate, the FSM will sign and date in the appropriate area. If inaccuracies are found, the Selection Criteria Form will be returned to the Advocate to be revised. If needed, additional training will be provided on the proper use of the Selection Criteria.</p>	<p>FSM</p>	<p>Upon review</p>
<p>9. The signed Selection Criteria Form will be filed in the Child's blue file.</p>	<p>Family Advocate</p>	<p>Once all signatures are obtained</p>