

 Policy #: ERSEA-2	Effective Date: 9/28/10	Page #: 1 of 1
Ref #: 1305.4 Head Start Act 645(B)(iii)(II)	Policy Council Approval Date of: 09/28/10	

COMPONENT: ELIGIBILITY, RECRUITMENT, SELECTION AND ENROLLMENT

SUBJECT: AGE AND INCOME ELIGIBILITY

PERFORMANCE OBJECTIVE: To ensure that Highland Rim Head Start maintains enrollment to include 100% children who are eligible by age and at least 90% to be at or below the 100% federal poverty guidelines.

POLICY AND PROCEDURE:

- **Each child’s date of birth must be verified.** Family Advocate’s will examine documents such as birth certificates, insurance cards, or immunization records to establish proof of age.
- Once a child reaches age three (3) they are eligible for the program.
- Family Advocates will review and verify income using tax returns, W-2 forms, written statements from employers, public assistance, SSI, etc. Staff will refer to the definition of income, as defined in ACF-IM-HS-09-02 when considering which income documents to consider.
- The Family Advocates will verify the family income, using Head Start’s definition of family as defined by Performance Standards, before determining that a child is eligible to participate in the Head Start Program and sign income verification form.
- Verifying income for a second year child is not necessary unless it is an over-income slot that may qualify as income eligible in the subsequent year.
- Income must be re-verified if the agency intends to enroll a child for a third year.
- Families receiving public assistance or SSI are categorically eligible as well as children in foster care and homeless applicants.
- As defined in 1305.2, children and will be enrolled according to the selection criteria.
- In the absence of income eligible applicants, the agency may enroll up to ten percent (10%) of children whose family income exceeds the federal poverty guidelines.
- An additional thirty-five percent (35%) from the one hundred to one hundred thirty percent (100 – 130%) category may be enrolled if the agency can ensure certain conditions have been met.