

 <b>Policy #:</b> ERSEA-4	<b>Effective Date:</b> 9/28/10	<b>Page #:</b> 1 of 1
<b>Ref #:</b> 1305.6	<b>Policy Council Approval Date:</b> <b>09/28/10</b>	

**COMPONENT: ELIGIBILITY, RECRUITMENT, SELECTION AND ENROLLMENT**

**SUBJECT: SELECTION PROCESS**

**PERFORMANCE OBJECTIVE:** To ensure that Highland Rim Head Start will coordinate and conduct a formal process for establishing selection criteria and for selecting children and families eligible for Head Start services.

**POLICY AND PROCEDURE:**

- At least ten percent (10%) of the total number of enrollment slots are designated for children with diagnosed disabilities, as defined by Head Start Performance Standards 1305.2a.
- The selection criteria will be based on the community assessment and reviewed/revised annually.
- The selection criteria will be presented to the Policy Council and Board of Directors for approval in March.
- The selection criteria will be completed according to Poverty Guidelines using income from the preceding calendar year, or the twelve months immediately preceding the month in which the application was completed.
- The agency will develop and maintain a waitlist during the year that ranks children based on the selection criteria to assure all eligible children enter the program as vacancies occur.
- The criteria will reflect family income, the age of the child, the availability of kindergarten and consider the unique needs of the family.
- ChildPlus will rank all applications according to the following categories:
  - Income
  - Age
  - Parental Status
  - Highest Priority
  - Special eligibility factors
- ChildPlus report 2025 will be used to determine which children will be accepted into the program, ranking children according to the greatest number of selection criteria points.