

Highland Rim Economic Corporation  
Head Start Policies and Procedures Manual

**Policy ID 75001 (DS) Recruitment and Enrollment of Children with Disabilities**

Related Regulations:	1302.60		
Revised by:	Jamie Davenport, Operations Manager	Revision Date:	5/8/2017
Approved by:	Elizabeth McLaughlin, Head Start Director	Approval Date:	9/26/2017
Responsibility:	Family Services Manager, Health Services Manager		
Timeline:	Ongoing		
Evaluation:	ERSEA documentation		
Forms:			

**Performance Objective:** The program’s outreach and recruitment activities incorporate the recruitment of children with disabilities. The recruitment process informs all families of the availability of services.

**1.0 Recruitment and Enrollment of Children with Disabilities**

- 1.1 The program ensures that staff engaged in recruitment and enrollment of children are knowledgeable about the provision of 45 CFR Part 84, Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving of Benefitting from Federal Assistance, and of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101).
- 1.2 The program accesses resources and plans for placement options, such as dual placement, use of resources staff and training so that a child with a disability for who Head Start is an appropriate placement according to the IEP and/or IFSP is not denied enrollment because of:
  - a) Staff attitudes and/or apprehensions;
  - b) Inaccessibility of facilities;
  - c) Need to access additional resources to serve a specific child;
  - d) Unfamiliarity with disabling condition or special equipment, such as prosthesis; and
  - e) Need for personalized special services such as feeding, suctioning, and assistance with toileting, including catheterization, diapering, and toilet training.
- 1.3 The same policies governing Head Start program eligibility for other children, such as priority for those most in need of the services, apply to children with disabilities.
- 1.4 The program takes the following factors into account when planning enrollment procedures;
  - a) The number of children with disabilities in the Head Start service area including types of disabilities and their severity;
  - b) The services and resources provided by other agencies; and
  - c) State laws regarding immunization of preschool children. The Grantee observes applicable State laws which require that children entering State preschool programs have complete immunizations prior to entering to reduce the spread of communicable diseases.
- 1.5 The recruitment effort includes recruiting children who have severe disabilities, including children who have been previously identified as having disabilities.

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- a) These efforts include outreach to other agencies, resulting in referrals and acceptance of children with severe disabilities.
- b) Recruitment materials state clearly that the program seeks and serves children with disabilities.
- c) Program enrollment includes at least 10% children with disabilities, unless a waiver is requested and awarded by ACF.