

Highland Rim Economic Corporation
Head Start Policies and Procedures Manual

Policy ID 20004 (ERSEA) Selection of Children

Related Regulations:	1302.14		
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		
Timeline:	Prior to enrollment		
Evaluation:	Electronic record-keeping system priority scoring		
Forms:			

Performance Objective: The program establishes selection criteria annually for the prioritization of selection of participants.

1.0 Selection Criteria Rules

- 1.1 The program annually establishes selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services², as appropriate, and other relevant family or child risk factors.
- 1.2 When the program operates in a service area where Head Start eligible children can enroll in high-quality publicly funded pre-kindergarten for a full school day, the program prioritizes younger children as part of the selection criteria (unless this priority would disrupt partnerships with local education agencies, in which it is not required).
- 1.3 The program does not deny enrollment based on a disability or chronic health condition or its severity.

2.0 Children Eligible for Services under IDEA

- 2.1 The program ensures at least 10% of total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.
 - a) Then children eligible for services under IDEA are prioritized for the available slots in accordance with the program's selection criteria described below.

3.0 Waiting List

- 3.1 The program develops at the beginning of each enrollment year and maintains during the year a waiting list that ranks children according to the program's selection criteria.
- 3.2 The Waiting List is an ongoing part of the intake and record-keeping system to ensure vacancies are filled by the child with greatest demonstrated need in a timely manner.
- 3.3 It is the responsibility of the Head Start Director to identify a single point of contact to be responsible for administering the program's Waiting List.
 - a) The Family Services Manager maintains the Waiting List in the electronic record-keeping system.
- 3.4 When a parent expresses an interest in enrolling their child, and there are no available enrollment opportunities, that child will be put on the Waiting List.

² as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 *et seq.*)

Highland Rim Economic Corporation
Head Start Policies and Procedures Manual

a) Family Advocates centrally process and maintain records of *Head Start Application and Eligibility Verification Forms*.

b) The Waiting List is maintained in the electronic record-keeping system.

c) Family Advocates send official communication to notify families placed on the Waiting List.

3.5 When an enrollment opportunity becomes available, the program offers it as quickly as possible to the child with the greatest need.

a) Families have the right to accept or decline the enrollment opportunity.

3.6 The Waiting List is maintained for the current program year for which the application is received and is purged at the end of each program year.

3.7 The Family Services Manager monitors and provides assistance in the administration of the Waiting List.

4.0 Selection Criteria for Priority Enrollment

4.1 The Grantee provides the base priority scores categories and criteria as approved by Policy Council.

4.2 Priority score criteria are derived from the results of the Community Assessment and its annual updates.

4.3 Changes to the priority score are submitted to the Policy Council and Governing body for approval.

4.4 Once changes are approved, corresponding documents are updated:

a) *Selection Criteria Form*

b) Selection Criteria for Priority Enrollment procedure (this policy); and

c) Priority scores are updated in the electronic tracking system.

4.5 The following are selection criteria for priority enrollment:

Income		Family/Household Factors	
Homeless/Foster Care	999 points	DCS Referral	100 points
< or = to 100% of poverty/SSI/TANF	500 points	Referral from Other Agency	80 points
101-130% of poverty	300 points	Family in Crisis	60 points
131+% of poverty	0 points	Teenage Parent (19 and under)	40 points
		Unemployed	40 points
Age of Child		Chronic Health Condition	40 points
3 years of age	500 points	Needs Childcare	40 points
4 years of age	100 points	Primary Language other than English	40 points
		Active Military	20 points
Disability		Sibling in Head Start	10 points
Child with IEP/IFSP or Disability	500 points		
Suspected Disability	80		

Note: Any time Head Start is in contact with a family who has a definite need (enrolled or not), we will refer that family to an agency capable of addressing that need.