

<p>*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.</p> <ul style="list-style-type: none"> • Determine the family type and assign points in the appropriate row under Family Type. <ul style="list-style-type: none"> ○ 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. If there is a diagnosed disability without an IEP or IFPS, assign 200 points. • Determination of other factors: <ul style="list-style-type: none"> ○ If the family has a current DCS case assign 100 points and note how this was verified in the comment section. ○ If the family was referred by another service agency assign 80 points and note which agency referred them in the comment section. ○ If the family has a current crisis assign 80 points and note what type of crisis in the comment section. ○ If the family is need of childcare, assign 60 points. ○ If the family is in transition, assign 80 points and describe the transition. ○ If either parent is unemployed due to the inability to find or keep a job assign 60 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 20 points and specify the health condition, and who has it. <p>3. The staff member who verified the documents and completed the form will sign and date in the appropriate area, along with adding any applicable notes under the comment section.</p> <p>4. The information from the Selection Criteria Form will be entered into ChildPlus. The selection criteria totals must match on both the paper copy and under enrollment tab.</p> <p>5. The Selection Criteria Form will be scanned into the application section of ChildPlus, along with application information. The “Pre-Enrollment Checklist” found</p>	<p>Verifying Staff Member</p> <p>Family Advocate</p> <p>Family Advocate</p>	<p>Upon Completion</p> <p>Immediately after entry</p>
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under the enrollment tab will then be completed as appropriate.		
6. The Selection Criteria Form and application documents will be reviewed for accuracy.	Family Services Manager	During EOM Meeting
7. Family Services Manager will review for accuracies. 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.	Family Services Manager	Upon review
8. Until acceptance, the family advocate is to keep the selection criteria and application documents in a locked file cabinet in the family advocate office. Once a child is accepted and enrollment interview has been completed, a file is made for the child and kept in the file cabinet at Central Office in the appropriate classroom drawer.	Family Advocate	Upon enrollment and once all signatures are obtained