

**Task: Selection Criteria**

<b>Task</b>	<b>Person Responsible</b>	<b>Time Frame</b>
1. Any supporting documentation will be gathered and reviewed: <ul style="list-style-type: none"><li>• Proof of Age</li><li>• Proof of Income</li><li>• Verification of homelessness or foster care</li><li>• Disability documentation</li><li>• Any other relevant documentation</li></ul>	Family Advocate	As soon as all necessary documents are received
2. The Selection Criteria Form will be completed as follows: <ul style="list-style-type: none"><li>• Determine the family size (as defined in HSPPS 1305.2) List this in the appropriate area at the top right of the form.</li><li>• Enter the Child’s Name.</li><li>• Enter the Family Income.<ul style="list-style-type: none"><li>○ For each section choose the option that best matches the family’s status</li></ul></li><li>• Determine the family’s income status:<ul style="list-style-type: none"><li>○ If the Child has documentation of being in foster care assign 999 points and list it in the Foster Child row under the Assigned Points column.</li><li>○ If the Child has documentation of being homeless assign 999 points and list it in the Homeless row under the Assigned Points column.</li><li>○ If anyone in the family has documentation of being on public assistance (Families First, SNAP, Supplemental Security Income) assign 500 points and list it in the Public Assistance row under the Assigned Points column.</li><li>○ If none of the above apply, calculate whether the family is under or above the income guidelines using the most current poverty guidelines available and assign points in the appropriate row. This is calculated by ChildPlus once the income information has been inputted.</li></ul></li><li>• Determine the child’s age as of August 15th of the current school year. (This is calculated automatically by ChildPlus.) Assign points in the appropriate row. *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 their third birthday.</li><li>• Determine the family type and assign points in the appropriate row under Family Type.<ul style="list-style-type: none"><li>○ 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. If there is a diagnosed disability <u>with</u> an IEP or IPSP, assign 500 points. A suspected disability, with supporting documents is to be awarded 100 points.</li></ul></li></ul>	Family Advocate	Family Advocate

**ERSEA****Task: Selection Criteria**

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2. Continued <ul style="list-style-type: none"> <li>• Determination of other factors:               <ul style="list-style-type: none"> <li>○ If the family has a current DCS case assign 100 points and note how this was verified in the comment section.</li> <li>○ If the family was referred by another service agency assign 80 points and note which agency referred them in the comment section.</li> <li>○ If the family has a current crisis assign 100 points and note what type of crisis in the comment section.</li> <li>○ If the family is need of childcare, assign 60 points.</li> <li>○ If the family is in transition, assign 80 points and describe the transition.</li> <li>○ 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.</li> <li>○ If the family has a language primary other than English, assign 40 points.</li> </ul> </li> </ul>	Family Advocate	Family Advocate
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.	Verifying Staff Member	Upon Completion
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.	Family Advocate	
5. The Selection Criteria Form will be scanned into the application section of ChildPlus, along with application information. The “Pre-Enrollment Checklist” found under the enrollment tab will then be completed as appropriate.	Family Advocate	Immediately after entry
6. The Selection Criteria Form and application documents will be reviewed for accuracy.	Family Services Manager	Upon each Completed Application
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

\*See “Preparing Children’s Files” under ERSEA for more information on child files.