

ERSEA

Task: Selection Criteria

When an enrollment application is accepted	Person Responsible	Time Frame
<p>1. Any supporting documentation will be gathered and reviewed:</p> <ul style="list-style-type: none"> • Proof of Age • Proof of Income • Verification of homelessness or foster care • Disability documentation • Any other relevant documentation 	<p>Family Advocate</p>	<p>As soon as all necessary documents are received</p>
<p>2. The Selection Criteria Form will be completed as follows:</p> <ul style="list-style-type: none"> • Determine the family size (as defined in HSPPS 1305.2) List this in the appropriate area at the top right of the form. • Enter the Child’s Name. • Enter the Family Income. <ul style="list-style-type: none"> ○ For each section choose the option that best matches the family’s status • Determine the family’s income status: <ul style="list-style-type: none"> ○ 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. ○ If the Child has documentation of being homeless assign 999 points and list it in the Homeless row under the Assigned Points column. ○ If anyone in the family has documentation of being on public assistance assign 500 points and list it in the Public Assistance row under the Assigned Points column. ○ 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. • 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 	<p>Family Advocate</p>	<p>As soon as all necessary Documents are received</p>

<p>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. • 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. • 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 60 points and note what type of crisis in the comment section. ○ If the family is need of childcare, assign 40 points. ○ If the family is in transition, assign 60 points. ○ If either parent is unemployed due to the inability to find or keep a job assign 40 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.</p>	<p>Verifying Staff Member</p>	<p>Upon Completion</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>Family Advocate</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 under the enrollment tab will then be completed as appropriate.</p>	<p>Family Advocate</p>	<p>Immediately after entry</p>
<p>6. The Selection Criteria Form and application documents will be reviewed for accuracy.</p>	<p>Family Services Manager</p>	<p>During EOM Meeting</p>

<p>7. If accurate, the FSM will sign and date in the appropriate area. 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.</p>	<p>Family Services Manager</p>	<p>Upon review</p>
<p>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.</p>	<p>Family Advocate</p>	<p>Upon enrollment and once all signatures are obtained</p>