



**AIKEN COUNTY**  
PUBLIC SCHOOLS



**Head Start**  
**1302 Subpart A - Eligibility,**  
**Recruitment, Selection,**  
**Enrollment and Attendance**  
**(ERSEA)**

**POLICIES &  
PROCEDURES**

**Policy ID (ERSEA) Determining Community Strengths, Needs, and Resources - Service Area**

Related Regulations:	1302.11 a		
Developed by:	PFCE/ERSEA Manager	Date:	
Approved by:	HS/EHS Director & Chief Instructional Officer	Approval Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	HS/EHS Director		
Timeline:	Before grant application is submitted		
Evaluation:	Grant application		
Forms:			

Performance Objective: The program proposes a service area in the grant application and defines its area.

**1.0 Service Area**

- 1.1 The program proposes a service area in the grant application and defines the area by county or sub-county area, such as a municipality, town or census tract or jurisdiction of a federally recognized Indian reservation.
- 1.2 If the program decides to change the service area after the Administration for Children and Families (ACF) has approved the grant application, the program submits to ACF a new service area proposal for approval.
- 1.3 The HS/EHS Director notifies the Policy Council of a need for a delegate agency area based on Community Assessment, Census, and/or other pertinent data shows such a need in the service area.
- 1.4 The Grantee analyzes the capacity of the proposed provider(s) for the provision of quality Head Start and/or Early Head Start services.
- 1.5 The Grantee may ask potential providers to express their interest for providing services in writing.
- 1.6 The Policy Council, working in partnership with key Management and the governing body, reviews and approves the selection of delegate agencies and their service areas when applicable.

**Policy ID (ERSEA) Community Assessment**

Related Regulations:	1302.11 b		
Developed by:	PFCE/ERSEA Manager	Date:	
Approved by:	HS/EHS Director & Chief Instructional Officer	Approval Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	HS/EHS Director		
Timeline:	At least once over the five-year grant period		
Evaluation:	Community Assessment		
Forms:			

Performance Objective: The program conducts a community wide strategic planning and needs assessment (community assessment) to design a program that meets community needs and builds on strengths and resources.

**1.0 Community Assessment**

1.1 The program conducts a community assessment at least once over the five-year grant period.

a) The community assessment uses data that describes community strengths, needs, and resources and includes, at a minimum:

i) The number of eligible infants, toddlers, preschool age children, and expectant mothers, including their geographic location, race, ethnicity, and languages they speak, including:

A) Children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6)(A));

B) Children in foster care; and

C) Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies;

ii) The education, health, nutrition and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being;

iii) Typical work, school, and training schedules of parents with eligible children;

iv) Other child development, child care centers, and family child care programs that serve eligible children, including home visiting, publicly funded state and local preschools, and the approximate number of eligible children served;

v) Resources that are available in the community to address the needs of eligible children and their families; and,

vi) Strengths of the community.

1.2 The program annually reviews and updates the community assessment to reflect any significant changes including increased availability of publicly-funded pre-kindergarten (including an assessment of how the pre-kindergarten available in the community meets the needs of the parents and children served by the program, and whether it is offered for a full school day), rates of family and child homelessness, and significant shifts in community demographics and resources.

1.3 The program considers whether the characteristics of the community allow it to include children from diverse economic backgrounds that would be supported by other funding sources, including private pay, in addition to the eligible funded enrollment.

a) The program does not enroll children from diverse economic backgrounds if it would result in serving less than the eligible funded enrollment.

**Policy ID (ERSEA) Determining, Verifying and Documenting Eligibility**

Related Regulations:	1302.12; Act 645 a 2		
Developed by:	PFCE/ERSEA Manager	Date:	
Approved by:	HS/EHS Director & Chief Instructional Officer	Approval Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Family Advocates, PFCE/ERSEA Manager		
Timeline:	Before enrollment		
Evaluation:	Eligibility forms, electronic record-keeping system		
Forms:	Eligibility Determination Record		

Performance Objective: The program determines, verifies, and documents eligibility in accordance with the regulations.

**1.0 Determining, Verifying, and Documenting Eligibility**

**1.1 Program staff:**

- a) Conduct an in-person interview with each family (unless impossible or not convenient for the family, in which they can interview the family over the telephone or via other virtual platform)
- b) Verify information as required in 1302.12 h and 1302.12 i; and
- c) Create an eligibility determination record for enrolled participants according to 1302.12 k.

1.2 The program may petition the responsible HHS official to waive requirements in paragraphs 1302.12 a 1 i and ii if it has an alternate method to reasonably determine eligibility based on the community assessment, geographic and administrative data, or from other reliable data sources.

**2.0 Age Requirements**

2.1 For Early Head Start, except when the child is transitioning to Head Start, a child must be an infant or a toddler younger than three years old.

2.2 For Head Start, a child must:

- a) Be at least three years old or, turn three years old by the date used to determine eligibility for public school (Sept 1) in the community; and,
- b) Be no older than the age required to attend school.

**3.0 Eligibility Requirements**

3.1 A pregnant woman or a child is eligible if:

- a) The family's income is equal to or below the poverty line; or,
- b) The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance, including TANF child-only payments; or,
- c) The child is homeless, as defined in part 1305; or,
- d) The child is in foster care.

- 3.2 If the family does not meet a criterion under 1302.12 c 1, the program may enroll an over income child who would benefit from services, provided that these participants only make up to 10 percent of the program's enrollment in accordance with paragraph 1301.2 d.

#### 4.0 Additional Allowances for Programs

- 4.1 The program may enroll an additional 35% of participants whose families do not meet a criterion described in 1302.12 c and whose incomes are below 130% of the poverty line, if the program:
- a) Establishes and implements outreach, and enrollment policies and procedures to ensure it is meeting the needs of eligible pregnant women, children, and children with disabilities, before serving pregnant women or children who do not meet the criteria in 1302.12 c; and,
  - b) Establishes criteria that ensure pregnant women and children eligible under the criteria listed in 1302.12 c are served first.
- 4.2 When the program chooses to enroll participants who do not meet a criterion in 1302.12 c, and whose family incomes are between 100 and 130% of the poverty line, it reports to the Head Start regional program office:
- a) How it is meeting the needs of low-income families or families potentially eligible for public assistance, homeless children, and children in foster care, and include local demographic data on these populations;
  - b) Outreach and enrollment policies and procedures that ensure it is meeting the needs of eligible children or pregnant women, before serving over-income children or pregnant women;
  - c) Efforts, including outreach, to be fully enrolled with eligible pregnant women or children;
  - d) Policies, procedures, and selection criteria it uses to serve eligible children;
  - e) Current enrollment and enrollment for the previous year;
  - f) The number of pregnant women and children served, disaggregated by the eligibility criteria in 1302.12 c and 1302.12 d 1; and,
  - g) The eligibility criteria category of each child on the program's Wait List.

#### 5.0 Eligibility Requirements for Communities with 1,000 or Fewer Individuals

- 5.1 The program may establish its own criteria for eligibility provided that it meets this criteria:

Act 645 a 2	Whenever a Head Start program is operated in a community with a population of 1,000 or less individuals and--
Act 645 a 2 A	there is no other preschool program in the community;
Act 645 a 2 B	the community is located in a medically underserved area, as designated by the Secretary pursuant to section 330(b)(3) of the Public Health Service Act [42 U.S.C. §254c(b)(3)] and is located in a health professional shortage area, as designated by the Secretary pursuant to section 332(a)(1) of such Act [42 U.S.C. §254e(a)(1)];
Act 645 a 2 C	the community is in a location which, by reason of remoteness, does not permit reasonable access to the types of services described in clauses A and B; and
Act 645 a 2 D	not less than 50% of the families to be served in the community are eligible under the eligibility criteria established by the Secretary under paragraph 1; the Head Start program in such locality shall establish the criteria for eligibility, except that no child residing in such community whose family is eligible under such eligibility criteria shall, by virtue of such project's eligibility criteria, be denied an opportunity to participate in such program. During the period beginning on the date of the enactment of the Human Services Reauthorization Act and ending on October 1, 1994, and unless specifically authorized in any statute of the

	United States enacted after such date of enactment, the Secretary may not make any change in the method, as in effect on April 25, 1984, of calculating income used to prescribe eligibility for the participation of persons in the Head Start programs assisted under this subchapter if such change would result in any reduction in, or exclusion from, participation of persons in any of such programs.
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a) No child residing in such community whose family is eligible under criteria described in 1302.12 c through f may be denied an opportunity to participate in the program under the eligibility criteria established under 1302.12 g.

## 6.0 Verifying Age

6.1 Program staff verify a child's age according to these policies and procedures.

a) Family Advocates verify the age of the child by examining copy of birth certificate, passport, immunization record, baptismal certificate, documentation on official letterhead from medical provider or government agency, or documentation on medical insurance card.

b) The program does not require families to provide documents that confirm a child's age, if doing so creates a barrier for the family to enroll the child. The program staff shall assist families with acquiring these documents to the extent possible.

## 7.0 Verifying Income

7.1 To verify eligibility based on income, program staff use tax forms, pay stubs, or other proof of income to determine the family income for the relevant time period. Relevant time period means (1) The preceding 12 months preceding the month which the application is submitted; or (2) During the calendar year preceding the calendar year preceding the calendar year in which the application is submitted, whichever more accurately reflects the needs of the family at the time of application.

a) If the family cannot provide tax forms, pay stubs, or other proof of income for the relevant time period, program staff may accept written statements from employers, including individuals who are self-employed, for the relevant time period and use information provided to calculate total annual income with appropriate multipliers.

b) If the family reports no income for the relevant time period, the program may accept the family's signed declaration to that effect (*Zero Income Form*), if program staff describes efforts made to verify the family's income, and explains how the family's total income was calculated or seeks information from third parties about the family's eligibility, if the family gives written consent.

i) If a family gives consent to contact third parties, program staff shall adhere to program confidentiality and privacy policies and procedures and ensure the eligibility determination record adheres to 1302.12 k 2.

c) If the family can demonstrate a significant change in income for the relevant time period, the program may consider current income circumstances.

7.2 To verify whether a family is eligible for, or in the absence of child care, would be potentially eligible for public assistance, the program obtains documentation from either the state, local, or tribal public assistance agency that shows the family either receives public assistance (Temporary Assistance for Needy Families (TANF) or that shows the family is potentially eligible to receive public assistance.

7.3 **VERIFYING HOMELESSNESS:** To verify whether a family is homeless, the program may accept a written statement from a homeless services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, or notes from an interview with staff to establish the child is homeless; or any other document that establishes homelessness.

a) If a family can provide one of the documents described above, program staff must describe efforts made to verify the accuracy of the information provided and state whether the family is eligible because they are homeless.

b) If a family cannot provide one of the documents described above to prove the child is homeless, the program may accept the family's signed declaration to that effect, if, in a written statement, program staff describe the child's living situation that meets the definition of homeless in part 1305.

i) Staff must complete the verification of Homeless on back of Income Verification Form

c) Program staff may seek information from third parties who have first-hand knowledge about a family's living situation, if the family gives written consent.

i) If the family gives consent to contact third parties, program staff adhere to program privacy policies and procedures and ensure the eligibility determination record adheres to 1302.12 k.

7.4 **VERIFYING FOSTER CARE:** To verify whether a child is in foster care, program staff accept either a court order or other legal or government-issued document, a written statement from a government child welfare official on official letterhead that demonstrates the child is in foster care, or proof of a foster care payment.

## 8.0 Eligibility Duration

8.1 If a child is determined eligible and is participating in a Head Start program, he or she will remain eligible through the end of the succeeding program year except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.

8.2 Children who are enrolled in a program receiving funds under the authority of section 645A of the Head Start Act remain eligible while they participate in the program.

8.3 If a child moves from an Early Head Start program to a Head Start program, program staff verify the family's eligibility again.

8.4 When the program operates both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the program's Early Head Start, the program ensures, whenever possible, the child receives Head Start services until enrolled in school, provided the child is eligible.

## 9.0 Records

9.1 The program keeps eligibility determination records for each participant and ongoing records of the eligibility training for staff required by 1302.12 m.

a) The program may keep these records electronically.

9.2 Each eligibility determination record includes:

a) Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility under 1302.12 h and 1302.12 i;

b) A statement that program staff has made reasonable efforts to verify information by:

i) Conducting either an in-person, or a telephone interview or other virtual means with the family, as required; and,



ii) Describing efforts made to verify eligibility, as required; and, collecting documents required for third party verification that includes the family's written consent to contact each third party, the third parties' names, titles, and affiliations, and information from third parties regarding the family's eligibility.

iii) A statement that identifies whether:

- A) The family's income is below income guidelines for its size, and lists the family's size;
- B) The family is eligible for or, in the absence of child care, potentially eligible for public assistance;
- C) The child is a homeless child or the child is in foster care;
- D) The family was determined to be eligible under the criterion in 1302.12 c 2; or,
- E) The family was determined to be eligible under the criterion in 1302.12 d 1.

9.3 The Parent, Family, Community Engagement/Eligibility, Recruitment, Selection, Enrollment and Attendance (PFCE/ERSEA) Manager reviews and approves each eligibility determination record to determine eligibility prior to acceptance.

9.4 The program keeps eligibility determination records for those currently enrolled, as long as they are enrolled, and for one year after they have either stopped receiving services; or are no longer enrolled.

#### **10.0 Violation of these Policies and Procedures**

10.1 If Program Management determines that a staff person has violated Federal and/or program eligibility determination regulations and/or enroll pregnant women and children who are not eligible to receive Early Head Start or Head Start services, the program will administer disciplinary action up to and including termination.

#### **11.0 Training on Eligibility**

11.1 The program trains all governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. At a minimum, the training:

- a) Includes methods on how to collect complete and accurate eligibility information from families and third-party sources;
- b) Incorporates strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,
- c) Explains program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.

11.2 The program trains management and staff members who make eligibility determinations within 90 days of hiring new staff.

11.3 The program trains all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.

- a) The program also provides refresher eligibility training to management and staff members who make eligibility determinations at least quarterly, or more often as needed.

**Policy ID (ERSEA) Eligibility Verification - Head Start Application**

Related Regulations:	1305.5 b; 1305.4 a-e; 1305.7 c		
Developed by:	PFCE/ERSEA Manager	Date:	
Approved by:	HS/EHS Director & Chief Instructional Officer	Approval Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Family Advocates, PFCE/ERSEA Manager		
Timeline:	During the registration and enrollment process and throughout year		
Evaluation:	Application forms, documentation in electronic record-keeping system		
Forms:	Eligibility Verification Form		

Performance Objective: The Eligibility Verification Form is completed for all families enrolling their children in our Head Start or Early Head Start programs before determining that a child is eligible to participate in the program.

**1.0 Eligibility Verification Form**

1.1 Family Advocates complete the *Eligibility Verification* with parent who has shown a desire to be considered for enrollment in a Head Start child development program.

a) The *Eligibility Verification Form* provides the information needed to determine needs of the family and resources referred, the most appropriate program or center, and to document eligibility for the services requested.

1.2 If a vacancy opens during the program year, it may be filled by a 3-year-old who is on the waiting list and is otherwise eligible.

1.3 The need of the child is determined by the priority score assigned on the application (see [Policy ID \(ERSEA\) Selection of Children.](#))

1.4 Family advocates file the form in the child's eligibility determination record.

**Policy ID (ERSEA) Recruitment of Children**

Related Regulations:	1302.13		
Developed by:	PFCE/ERSEA Manager	Date:	
Approved by:	HS/EHS Director & Chief Instructional Officer	Approval Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date	
Responsibility:	Family Advocates		
Timeline:	Prior to beginning of enrollment year and throughout the year as needed		
Evaluation:	Recruitment Tracking Form		
Forms:	Recruitment Tracking Form		

**Performance Objective:** In order to reach those most in need of services, the program develops and implements a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services, and encourage and assist them in applying for admission to the program.

**1.0 Recruitment of Children**

**1.1 This process includes:**

- a) program efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care.
- b) canvassing the local community, to include but not limited to the use of news releases via radio and television, billboard advertising, signage, pamphlets, fliers, door hangers, websites, social media, and use of family, governing body and policy council referrals and referrals from other public and private agencies.

**1.2 The program networks with internal and external resources to obtain referrals.**

- a) The program maintains a listing of recruitment activities that includes the names of community agencies, neighborhoods, churches, and others.
  - i) This listing includes dates and specific recruitment activities implemented (e.g., copies of distributed fliers, PSA announcements, etc.).
- b) Program staff implement the Recruitment of Children Plan as written (see [Policy ID \(ERSEA\) Recruitment of Children Plan](#)).

**1.3 During the recruitment process that occurs prior to the beginning of the enrollment year, the program solicits applications from as many HS/EHS eligible families within the recruitment area as possible.**

- a) As needed, the program assists families in filling out the Head Start Application/Eligibility Verification Form in order to ensure that all information needed for selection is completed.
- b) Such assistance includes provision of translation services.
- c) The availability of program options is explained to parents e.g., via staff-parent discussion, at recruitment events, in brochures, at parent orientation, on the website, etc.

**1.4 Each program/center obtains a number of applications during the recruitment process that occurs prior to the beginning of the enrollment year that is greater than the enrollment opportunities that are anticipated to be available over the course of the next enrollment year in order to select those with the greatest need for Head Start services.**

**Policy ID (ERSEA) Recruitment of Children Plan**

Related Regulations:	1302.13		
Developed by:	PFCE/ERSEA Manager	Date:	
Approved by:	HS/EHS Director & Chief Instructional Officer	Approval Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Family Advocate		
Timeline:	January of every year		
Evaluation:	Approved recruitment plan and materials		
Forms:			

**Performance Objective:** The Aiken County Public School District's HS/EHS recruitment plan provides a systematic approach for how the Grantee ensures that all recruitment materials follow a uniform look and that programs receive enough applications to cover all enrollment opportunities, and retain 100% enrollment.

**1.0 Recruitment Plan**

- 1.1 The program develops a Recruitment Plan by January of every year to be implemented throughout the upcoming program year.
- 1.2 Each program option recruitment plan must include a list of dates and events, specific recruitment activities, marketing and promotional strategies.
- 1.3 Family Advocate staff develop/compile and distribute Head Start approved recruitment materials.
- 1.4 Examples of places, events, and people that recruitment materials are distributed: In-person recruitment activities are preferred and should be implemented to the extent possible as they provide opportunities for more active engagement with potentially enrolled families and the community; however, if in-person recruitment is not feasible, the reason should be noted. Recruitment materials and activities may be delivered and distributed electronically, and via US postal service to parents, community organizations, child welfare serving agencies, libraries, recreational centers, community health clinics, DHEC/WIC offices, social security offices, disabilities boards, food bank distribution sites, domestic abuse and homeless shelters, pediatrician offices, program events and activities, community fairs, neighborhood functions, workshops & conferences, local businesses, door-to-door, churches, local schools, child care centers, and to locations with Head Start eligible families, as determined by the most recent Community Assessment.
- 1.5 PFCE/ERSEA Manager monitors recruitment plan progress monthly.
- 1.6 Program staff are encouraged to ask parents for referrals.
- 1.7 The PFCE/ERSEA Manager maintains copies of recruitment efforts and events and reviews status with HS/EHS Director.
- 1.8 The PFCE/ERSEA Manager designs and develops recruitment materials to circulate throughout the community.
- 1.9 The Grantee logo and name appears on either the front or back of all recruitment materials.
- 1.10 The program makes available recruitment materials in English, Spanish, and other languages as needed.
- 1.11 Each center may submit a request for recruitment materials.
- 1.12 The HS/EHS Director's approval is required before distribution.

**Policy ID (ERSEA) Recruitment Activity Report**

Related Regulations:	1302.13		
Developed by:	PFCE/ERSEA Manager	Date:	
Approved by:	HS/EHS Director & Chief Instructional Officer	Approval Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Family Advocates, PFCE/ERSEA Manager		
Timeline:	Jan-April of every year		
Evaluation:	Approved recruitment plan and materials		
Forms:	Recruitment Planning Form		

Performance Objective: ACPSD HS/EHS uses the *Recruitment Activity Report Form* to document locations where recruitment activities have occurred.

**1.0 Recruitment Activity Report**

- 1.1 Family Advocates document recruitment location, recruitment action and follow-up.
- 1.2 Family Advocates complete the *Recruitment Activity Report Form* and submit them to PFCE/ERSEA Manager as requested of the recruitment activity.

**Policy ID (ERSEA) ERSEA Application Packet**

Related Regulations:	1305.5 b; 1304.50 d 1 vii; 1308.5 e		
Developed by:	PFCE/ERSEA Manager	Date:	
Approved by:	HS/EHS Director & Chief Instructional Officer	Approval Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Family Advocates		
Timeline:	During the registration and enrollment process and throughout year		
Evaluation:	Eligible children are properly enrolled into the program		
Forms:			

Performance Objective: Eligible children are accepted and enrolled to fill available slots so that they are able to take advantage of the full range of Head Start Services.

**1.0 Required Registration and Enrollment Forms**

1.1 These forms and documents are part of the ERSEA application packet:

- a) *Head Start Application/Eligibility Verification Form*
- b) *Family Rights and Responsibilities Form*
- c) *Head Start Health History Form*
- d) *Physical Examination/Assessment Form*
- e) *Dental Health Form*
- f) *Health Insurance Information (if applicable)*
- g) *Immunization Form*
- h) *2900 Form (SC Child Care Licensing Form)*
- i) *Corporal Punishment Statement/Parental Understanding*
- j) *Family Assessment*
- k) *Consent for Emergency Medical Treatment*
- l) *Documentation of Disability (if applicable)*

**2.0 Available Registration and Enrollment Forms**

2.1 The following forms are used as needed for registration and enrollment:

- a) *Request for Administration of Medication Form*
- b) *CACFP Special Diet/Food Allergy Statement*
- c) *Parent/Guardian Permission to Release Confidential Information*
- d) *Participant Referral Form*

- e) *WIC Referral Form*

### **3.0 EHS Registration and Enrollment Forms**

3.1 The following forms are used in conjunction with required Registration and Enrollment forms for EHS:

- a) *Early Head Start EPSDT Well Baby Check Assessment Form*
- b) *Diet History – Infant and Toddler Form*
- c) *Infant Meal – Parent Preference Form*

### **4.0 Pregnant Mom Registration and Enrollment Forms**

4.1 The following forms are used in conjunction with the required Registration and Enrollment forms for Pregnant Moms:

- a) *Pregnant Mom Dental Record Form*
- b) *Prenatal Diet History and Prenatal Food Questionnaire*
- c) *Pregnant Mom Progress Notes*
- d) *Pregnant Mom Intake*
- f) *Prenatal Risk Assessment Questions for Lead form*
- g) *Parent/Guardian Permission to Release Confidential Information (EHS)*

**Policy ID (ERSEA) Selection of Children**

Related Regulations:	1302.14		
Developed by:	PFCE/ERSEA Manager	Date:	
Approved by:	HS/EHS Director & Chief Instructional Officer	Approval Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Family Advocates		
Timeline:	Prior to enrollment		
Evaluation:	Electronic record-keeping system priority scoring		
Forms:			

**Performance Objective:** ACPSD HS/EHS establishes selection criteria annually for the prioritization of selection of participants.

**1.0 Selection Criteria Rules**

- 1.1 ACPSD HS/EHS 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 services<sup>1</sup>, 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, then 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 in section 4.5.

**3.0 Wait List**

- 3.1 The program develops at the beginning of each enrollment year and maintains during the year a Wait List that ranks children according to the program's selection criteria.
- 3.2 The Wait 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 When a parent expresses an interest in enrolling their child, and there are no available enrollment opportunities, that child will be put on the Wait List.
  - a) Family Advocates locally (at each center and/or program option) process and maintain records of *Head Start Applications*.
  - b) The Wait List is maintained in the electronic record-keeping system.

<sup>1</sup> as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 *et seq.*)



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

3.4 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.

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

3.6 The PFCE/ERSEA Manager monitors and provides assistance in the administration of the Wait List.

### 4.0 Selection Criteria for Priority Enrollment

4.1 Provides the base priority scores categories and criteria as approved by Policy Council and Governing body.

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) *Head Start Application/Eligibility Verification 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: SAMPLE BELOW

Income		Family/Household Factors	
TANF/SSI/Homeless/Foster Care	90 points	Teenage Parent (19 and under)	40 points
or = to 100% of poverty	90 points	Guardian/Non-Parent	80 points
101-130% of poverty	50 points	One Parent (unemployed)	60 points
131+% of poverty	20 points	Two Parent (unemployed)	70 points
		Foster Parent	90 points
Age of Child (New Children)		One Parent (employed/in school)	50 points
0-35 months	60 points	Two Parents (one employed/one in training)	30 Points
36-41 months	40 points	Two Parents (both employed)	20 Points
42-47 months	50 points		
48-53 months	60 points	Other Eligibility Criteria	
54-59 months	70 points	Multiple Social Services Needs	90 points
		Military Parent(s) Serving Overseas	60 points
Age of Child (Returning Children)		Child/Family Has No Health Insurance	60 points
4 year old	80 points	Family Receives SNAP, Medicaid Child Support	60 points
3 year old transitioning from EHS	90 points	Sibling Less Than Five Years Old	50 points
		Child's Parent Incarcerated	50 points
Special Needs		Parent with Substance Abuse Issue	30 points
Child with IEP/IFSP or Disability	90 points	Child/Family Member Has Limited English Proficiency	50 points
		Five or More Children in the Home	30 points
Factors for Pregnant Moms EHS		Parent or Family Member with Chronic Illness	40 points
1 <sup>st</sup> Trimester Pregnancy	90 points	Parent Previously in Head Start	30 points
2 <sup>nd</sup> Trimester Pregnancy	70 points	Parent or Family Member Diagnosed with Mental Health Condition	20 points

Aiken County Public School District

Income		Family/Household Factors	
3 <sup>rd</sup> Trimester Pregnancy	50 points	Referral from Another Agency	20 points
		Parent has less than a GED or high school diploma	20 points

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

**Policy ID (ERSEA) Enrollment of Children**

Related Regulations:	1302.15; Act 645		
Developed by:	PFCE/ERSEA Manager	Date:	
Approved by:	HS/EHS Director & Chief Instructional Officer	Approval Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Family Advocate, PFCE/ERSEA Manager		
Timeline:	Ongoing		
Evaluation:	Enrolled w/ valid entry date		
Forms:			

**Performance Objective:** The program maintains its funded enrollment level and fills any vacancy as soon as possible (within 30 days).

**1.0 Enrollment of Children**

- 1.1 The program makes efforts to maintain enrollment of eligible children for the following year.
- 1.2 Under exceptional circumstances, the program may maintain a child's enrollment in Head Start for a third year, provided that family income is verified again.
  - a) The program may maintain a child's enrollment in Early Head Start as described in §1302.12 j 2.
- 1.3 When the program serves homeless children or children in foster care, it makes efforts to maintain the child's enrollment regardless of whether the family or child moves to a different service area, or transitions the child to a program in a different service area, as required in §1302.72 a, according to the family's needs.
- 1.4 If the program determines from the community assessment there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs.
  - a) No more than 3% of the program's funded enrollment slots may be reserved.
  - b) If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled within 30 days of vacancy (1302.15 a).
- 1.5 Children from diverse economic backgrounds who are funded with other sources, including private pay, are not considered part of the program's eligible funded enrollment.
- 1.6 The program complies with state immunization enrollment and attendance requirements, with the exception of homeless children as described in §1302.16 c 1.
- 1.7 Parent participation in any program activity is voluntary, including consent for data sharing, and is not required as a condition of the child's enrollment.

**2.0 Enrollment Process**

- 2.1 Family Advocate will fill out each form completely and accurately and ensure that forms filled out by parents are complete and accurate.
  - a) Family Advocate and parent/guardians sign all necessary forms.

b) Family Advocate enter the information from completed registration packet into the electronic record-keeping system.

c) Enrollment is done in accordance with Head Start regulations.

2.2 The program's enrollment procedures take into account:

a) The number of children with disabilities, including types of disabilities and their severity,

b) The services and resources provided by other agencies, and

c) Observation of applicable State laws which usually require that children entering center-based preschool programs with complete immunizations prior to or within 30 days after entering to reduce the spread of communicable disease.

2.3 Family Advocates schedule an application appointment with the parent/s as well as walk-ins are accepted.

a) The application packet is completed at the appointment.

b) Family advocates conduct an in-person interview with each family to the extent possible.

c) Family Advocates assist each family in completing enrollment packets.

d) Family Advocates explain each form to parents/guardians and ensure that all items are appropriately completed.

2.4 Family Advocates make determination of acceptance (or Wait List) within 5 days of eligibility determination.

2.5 Family Advocates, Center Directors, Education Manager and other Education staff assign accepted children to classrooms/groups as soon as possible.

a) Family advocates send acceptance letters to eligible families.

### **3.0 Enrollment Priority**

3.1 Each program uses a uniform priority ranking, assigns points to each child/family, and Family Advocates maintain the Wait List in the electronic record-keeping system according to these points (see "Selection Criteria for Priority Enrollment" in [Policy ID \(ERSEA\) Selection of Children](#))

3.2 Priority order is determined by greatest demonstrated needs.

a) Greatest needs are determined by the child's priority score on their *Head Start Application/Eligibility Verification Form*.

b) The Family Advocate offers the first available slot to the family with greatest need on the Wait List.

i) The family may choose to accept that offered placement or wait for their desired option/slot.

ii) Income, age and eligibility must be determined first before placement on the Wait List.

### **4.0 Enrollment of Over-Income Families**

4.1 The program may enroll over-income families in accordance with the regulations.

- 4.2 Family Advocates follow the “Additional Allowances for Programs” section of [Policy ID \(ERSEA\) Determining, Verifying and Documenting Eligibility](#) to enroll over-income families.
- 4.3 Once a site has exhausted its Wait List for income-eligible children and has made every effort to recruit from the community all income-eligible children, it can enroll the over-income children.
- 4.5 Once over-income children with special needs have been enrolled, and the site has not yet reached full enrollment, the program may enroll the other over-income children on the Wait List according to their ranking.
- 4.6 When a program has reached 10% over-income it may choose to enroll additional families between 101-130% of poverty as outlined in section 645 of the Improving School Readiness Act of 2007, not to exceed 35% of participants.
  - a) Programs choosing to enroll this additional 35% of participants between 101-130% of poverty must submit an annual report detailing the items described in the “Additional Allowances for Programs” section of [Policy ID \(ERSEA\) Determining, Verifying and Documenting Eligibility](#).
- 4.7 When a family is determined to be over-income, program Family Advocates contact the PFCE/ERSEA Manager to request placement.
  - a) The PFCE/ERSEA Manager reviews program status of over-income families to determine enrollment opportunities.
  - b) The PFCE/ERSEA Manager makes a determination and notifies requesting Family Advocate within 3 days.

**Policy ID (ERSEA) Enrollment Criteria**

Related Regulations:	1305.4 a; 1305.4 b; 1305.4 b 2		
Developed by:	PFCE/ERSEA Manager	Date:	
Approved by:	HS/EHS Director & Chief Instructional Officer	Approval Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Family Advocate		
Timeline:	Ongoing/Monthly		
Evaluation:	Completed Application packet, Child Plus Reports		
Forms:			

Performance Objective: Each program enrolls and reenrolls eligible children in accordance with the Head Start Performance Standards, including 1305.7.

**1.0 Enrollment Criteria**

1.1 After the program has determined that a child is eligible for Head Start or Early Head Start services, it ensures that enrollment criteria is met.

- a) Enrollment criteria includes obtaining immunization records for center-based children.
  - i) Family Advocates record the immunizations that the child has had, specifying the month, day, and year of each immunization, and/or
  - ii) Obtains a statement of any immunization exemptions.
- b) Records of immunizations are kept in the electronic record-keeping system and in child files.

**2.0 Enrollment and Reenrollment**

2.1 Each child enrolled in the ACPSD HS/EHS program is allowed to remain in Head Start until kindergarten or first grade is available for the child in the child's community, except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.

2.2 ACPSD HS/EHS will maintain its funded enrollment level.

- a) When it is determined that a vacancy exists, no more than 30 calendar days may elapse before the vacancy is filled.

2.3 If a child has been found income eligible and is participating in the Head Start program, he or she remains income eligible through that enrollment year and the immediately succeeding enrollment year.

- a) Children who are enrolled in a program for families with infants and toddlers, or Early Head Start, remain income eligible while they are participating in the program.
- b) When a child moves from a program serving infants and toddlers to a Head Start program serving children age three and older, the family income must be re-verified. If one agency operates both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the agency's Early Head Start program, the agency ensures, whenever possible, that the child receives Head Start services until enrolled in school.
- c) If the child is returning for the third year, family income must be re-verified.

**Policy ID (ERSEA) Change in Enrollment Status**

Related Regulations:	1305.2 b; 1305.8		
Developed by:	PFCE/ERSEA Manager	Date:	
Approved by:	HS/EHS Director & Chief Instructional Officer	Approval Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Family Advocates		
Timeline:	During the recruitment period and throughout the program year		
Evaluation:	Acceptance Letter in the child's file		
Forms:			

Performance Objective: ACPSD HS/EHS monitors the status of child enrollment.

**1.0 Enrollment Status**

1.1 ACPSD HS/EHS changes the child's status from Accepted to Enrolled when:

- a) The child attends his or her first class or receives his or her first home visit, or
- b) The family receives their first HS/EHS service.

**Policy ID (ERSEA) Returning Child Packet**

Related Regulations:	1305.7 a-c		
Developed by:	PFCE/ERSEA Manager	Date:	
Approved by:	HS/EHS Director	Approval Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Family Advocate, PFCE/ERSEA Manager		
Timeline:	Returning Child Packets can be completed beginning in February and must be completed by the second week in June each program year		
Evaluation:	Completed Returning Child Packets		
Forms:	RE-Enrollment Form Update		

Performance Objective: ACPSD HS/EHS documents children returning for the next program year.

**1.0 Returning Child Packet**

1.1 Family Advocates ensure parents of returning children complete a Re-Enrollment application.

- a) During that interview, Family Advocates ensure that the Returning Child Packet is completed.
- b) Family Advocates review the following information existing in the child's records or files and changes as applicable:
  - i) *Update Family Rights and Responsibilities Form*
  - ii) *Screenings, Physical Examination/Assessment Form*
  - iii) *Dental Health Form*
  - iv) *Child Enrollment and Health Information Form*
  - v) *Update Emergency Contact Information*
  - vii) *Bus Transportation Rules*
  - viii) *Update Parent Assessment Questionnaire Form*
  - ix) *Update Family Partnership Agreement Form*
  - x) *State CACFP Application for Free Meals*
  - xi) *Returning Child Update Form*
  - xii) *Head Start Returning Child Health Update Form*
  - xiii) *Update applicable Parent Consent for Services*
  - xiv) *SC Child Care Licensing Forms*

1.2 Available Registration and Enrollment Forms (used as needed/applicable):

- a) *Request for Administration of Medication Form*
- b) *Parent/Guardian Permission to Release Confidential Information*



1.3 EHS Registration and Enrollment Forms (used in conjunction with Required Registration and Enrollment forms)

a) Early Head Start EPSDT Well Baby Check Assessment Form

b) *Diet History – Infant and Toddler Form*

c) *Infant Meal – Parent Preference Form*

1.4 Family Advocates input the completed Returning Child information into the electronic record-keeping system as soon as they receive the completed forms.

**Policy ID (ERSEA) Attendance, Absenteeism, and Withdrawal of Children**

Related Regulations:	1302.16		
Developed by:	PFCE/ERSEA Manager	Date:	
Approved by:	HS/EHS Director & Chief Instructional Officer	Approval Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Family Advocates, PFCE/ERSEA Manager		
Timeline:	Throughout the program year and as applicable		
Evaluation:	Child attendance records, Monthly Average Daily Attendance Report		
Forms:	Child Plus Report 2320, 2301, Child Plus 10+ Day Absent Report		

Performance Objective: ACPSD HS/EHS program promotes regular attendance for enrolled children.

**1.0 Attendance of Children**

- 1.1 The program tracks the attendance of each enrolled child daily.
- 1.2 The program implements a process to ensure children are safe when they do not arrive at school.
  - a) If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program attempts to contact the parent to ensure the child's well-being.
- 1.3 To promote child attendance, the program:
  - a) Provides to parents information about the benefits of regular attendance;
  - b) Supports families to promote the child's regular attendance;
  - c) Conducts a home visit or makes other direct contact with a child's parents if a child has multiple unexplained absences (such as two consecutive unexplained absences); and,
  - d) Within the first 60 days of program operation, and on an ongoing basis thereafter, uses individual child attendance data to identify children with patterns of absence that put them at risk of missing 10% of program days per year and develops appropriate strategies to improve individual attendance among identified children, including direct contact with parents or intensive case management, as necessary.
- 1.4 If a child ceases to attend, the program makes appropriate efforts to reengage the family to resume attendance (see above)
  - a) If the child's attendance does not resume, then the program considers that slot vacant.
    - i) This action is not considered expulsion as described in §1302.17.

**2.0 Managing Systematic Program Attendance Issues**

- 2.1 If the program's monthly average daily attendance rate falls below 85%, the program analyzes the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate.
  - a) The program uses this data to make necessary changes in a timely manner as part of ongoing oversight and correction and inform its continuous improvement efforts [Policy ID \(PMQI\) Achieving Program Goals](#)

### **3.0 Supporting Attendance of Homeless Children**

**3.1 If the program determines a child is eligible under §1302.12 c 1 iii, it allows the child to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents.**

a) The program works with families to get children immunized as soon as possible in order to comply with state licensing requirements.

**3.2** If a child experiencing homelessness is unable to attend classes regularly because the family does not have transportation to and from the program facility, the program utilizes community resources, where possible, to provide transportation for the child.

### **4.0 Child Attendance, Absenteeism, and Withdrawal**

**4.1** Before enrollment, Family Advocates inform parents that children are expected to maintain regular attendance.

a) Parents/guardians are given copies of this policy and procedure during the enrollment process.

b) Family Advocates, Teachers and Caregivers receive training on the absenteeism procedure during the program year.

**4.2** Program Management is responsible for notifying parents of any facility closings.

**4.3** Family Advocates inform parents that they are to contact the child's center if the child will be absent.

a) Family Advocates document parent communication and reason for child's absence on the Absence Reporting form and in Child Plus.

**4.4** After three consecutive days of unreported absence, Family Advocates contact the family by phone, written notice, e-mail, text message, virtual meeting, and/or home visit.

**4.5** Family Advocates document child absences, referrals and follow-ups in the electronic record-keeping system.

**4.6** Family Advocates make a home visit on or before the third consecutive day of absence to request information concerning the child, if none has been obtained prior to the third day's absence.

**4.8** Family Advocates make a minimum of three attempts to conduct a home visit, and document the attempts in the electronic record-keeping system.

**4.9** On determining the reasons for the child's absence, Family Advocate offer to assist the parent or guardian in finding a solution.

**4.10** Family Advocates monitor and document the daily attendances and absenteeism, follow-up, and withdrawal status of children in the electronic record-keeping system.

**4.11** A child may be withdrawn from the program:

a) After ten consecutive days of unreported absence; or

b) If the child has irregular attendance and if every possible step has been taken to assist the family.

i) When a child's attendance falls below 70% for a 30-day period they are considered to have irregular attendance.

- c) A Program Management/parent conference may be held prior to the decision to withdraw a child.
- d) PFCE/ERSEA Manager/Family Advocate sends written notice to the family stating the reason(s) for withdrawal from the program.
- e) The decision to re-admit a family into the program is at the discretion of the program.

4.13 The withdrawn child's family has the right to appeal in writing to the HS/EHS program for the child to be placed back in the program.

4.14 If a child does not attend class due to a required service related to a Head Start mandate (e.g., medical/dental exams, treatment, follow-up, screenings, immunizations), then Family Advocates mark the child absent/excused in Child Plus.

4.15 When the absenteeism rate falls below 85% at any program option, staff at that site review the attendance records to analyze the causes of absenteeism and submit an *Average Daily Attendance Analysis* to the PFCE/ERSEA Manager.

## **5.0 Child Attendance/Absenteeism Tracking and Communication**

5.1 Family Advocates maintain track of attendance and absenteeism.

5.2 Family Advocates communicate with families when children's absenteeism falls below 85%.

5.3 When the monthly average daily attendance rate in a center-based program falls below 85%, the PFCE/ERSEA Manager analyzes the causes of absenteeism.

a) The analysis includes a study of the pattern of absences for each child, including the reasons for absences as well as the number of absences that occur on consecutive days.

5.4 If the absences are a result of illness or if they are well documented absences for other reasons, no special action is required.

a) If, however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, the program initiates appropriate family support procedures for all children with three or more consecutive unexcused absences or 10 total absences.

i) These procedures include home visits or other direct contact with the child's parents.

ii) Contacts with the family emphasizes the benefits of regular attendance, while at the same time remaining sensitive to any special family circumstances influencing attendance patterns.

iii) All contacts with the child's family, as well as special family support service activities provided by the Family Advocate and/or PFCE/ERSEA Manager are documented.

iv) When families cannot be contacted by telephone, Family Advocates reach out to them by use of other means, such as postal mail, home visits, e-mail, text messages, notes sent home with the child, or other method.

v) When absences result from temporary family situations, the program offers support to the affected family.

b) In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or different program options, the child's slot is considered an enrollment vacancy.

## **6.0 Recording Daily Attendance**

6.1 Classroom Teaching staff record the daily attendance of each child on the *Child Plus Form 2315*.

- a) If the child arrives on the opening day, the Teacher writes “P” on the Daily Attendance form.
- b) If the child does not arrive on the opening day, the teacher writes an “A” on the Daily Attendance Record Form.
  - i) The symbol “A” can only be carried for a maximum of ten days from the opening date.
- c) The Family Advocate implements the absenteeism policy.
  - i) After three days of child absence or sporadic absences, the Family Advocate follows up on the child’s absenteeism on the Daily Attendance Record Form.

6.2 Classroom Teaching staff or designated substitute maintain a weekly attendance roster for each class or group of children, using the *Daily Attendance Record Form* to document each child’s attendance and absences.

- a) Classroom Teaching staff use these codes on the *Daily Attendance Record Form* as appropriate:
  - i) “P” to record each day that a child is present.
  - ii) “A” to record each day that a child is absent.

6.3 Electronic record-keeping system attendance entry by the Family Advocate:

- a) Present – marked when a child is Present.
- b) Absent – marked when a child is Absent.
- c) Not scheduled – when a child has been accepted but has not reached their entry date.

## **7.0 Home Base Attendance**

7.1 Program Home Visitor record the dates the home visits/center socializations occur.

7.2 ACPSD HS/EHS Home Visitors are responsible for re-scheduling cancelled home visits so as to meet the mandated number of home visits per program year.

## **8.0 Average Daily Attendance Addendum and Analysis**

8.1 When Average Daily Attendance falls below 85%, the PFCE/ERSEA Manager analyzes the causes of absenteeism and submits the monthly report to the HS/EHS Director.

- a) PFCE/ERSEA Manager completes the *Average Daily Attendance (ADA) Monthly Report* at the end of every month and submits to the HS/EHS Director on or before the 5<sup>th</sup> of the next month

**Policy ID (ERSEA) Suspension and Expulsion of Children**

Related Regulations:	1302.17		
Developed by:	PFCE/ERSEA Manager	Date:	
Approved by:	HS/EHS Director & Chief Instructional Officer	Approval Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	HS/EHS Director		
Timeline:	As Needed		
Evaluation:			
Forms:			

Performance Objective: ACPSD HS/EHS program severely limits the use of suspension and prohibits expulsion due to a child's behavior.

**1.0 Suspension and Expulsion of Children**

1.1 The program severely limits the use of suspension due to a child's behavior.

a) Such suspensions are only temporary in nature.

1.2 A temporary suspension is used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.

1.3 Before the program determines whether a temporary suspension is necessary, the program engages with a mental health consultant, collaborates with the parents, and utilizes appropriate community resources – such as other appropriate specialists, psychologist or other resources – as needed, to determine no other reasonable option is appropriate.

1.4 If a temporary suspension is deemed necessary, the program helps the child return to full participation in all program activities as quickly as possible while ensuring child safety by:

a) Continuing to engage with the parents and a mental health consultant, and continuing to utilize appropriate community resources;

b) Developing a written plan to document the action and supports needed;

c) Providing services that include home visits; and,

d) Determining whether a referral to a local agency responsible for implementing IDEA is appropriate.

**2.0 Prohibition on Expulsion**

2.1 The program cannot expel or unenroll a child from HS/EHS because of a child's behavior.

2.2 When a child exhibits persistent and serious challenging behaviors, the program explores all possible steps and documents all steps taken to address such problems, and facilitates the child's safe participation in the program.

c) Such steps include, at a minimum, engaging a mental health consultant, considering the appropriateness of providing appropriate services and supports under section 504 of the Rehabilitation Act to ensure that the child who satisfies the definition of disability in 29 U.S.C. 705(9)(b) of the Rehabilitation Act is not excluded from the program on the basis of disability, and consulting with the parents and the child's teacher, and:

i) If the child has an individualized family service plan (IFSP) or individualize education program (IEP), the program consults with the Local Agencies responsible for the IFSP or IEP to ensure the child receives the needed support services; or,

ii) If the child does not have an IFSP or IEP, the program collaborates, with parental consent, with the local agency responsible for implementing IDEA to determine the child's eligibility for services.

2.3 If, after the program has explored all possible steps and documented all steps taken as described above, the program, in consultation with the parents, the child's Teacher, the agency responsible for implementing IDEA (if applicable), and the mental health consultant determines that the child's continued enrollment presents a continued serious safety threat to the child or other enrolled children and determines the program is not the most appropriate placement for the child, the program works with such entities to directly facilitate the transition of the child to a more appropriate placement.

**Policy ID (ERSEA) Change in Status**

Related Regulations:	1304.51 g		
Developed by:	PFCE/ERSEA Manager	Date:	
Approved by:	HS/EHS Director & Chief Instructional Officer	Approval Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Family Advocates, PFCE/ERSEA Manager		
Timeline:	As needed		
Evaluation:	Completed Change in Status Form		
Forms:	Child Plus application 2135		

Performance Objective: ACPSD HS/EHS documents changes in children's status.

**1.0 Change in Status**

1.1 Family Advocates document in Child Plus and complete and submit changes to child's records whenever:

- a) A child re-enrolls.
- b) A child transfers from one class to another.
- c) A child transfers from one site/center to another.
- d) A child withdraws from the program.
- e) A child's legal name changes.
- f) There is a change of address and/or telephone.
- g) There is a change in the child's custody status.
- h) There is a change in a child's health insurance or Medicaid information.

1.2 The change in status information is completed and shared as soon as possible of notice of change (typically within 24 – 72 hours depending on the day of the week of the notification).

- a) It may be submitted electronically by e-mail or by fax, hand-delivered, or internal mail to the necessary staff.

1.3 All Forms are submitted for processing in the electronic record-keeping system and hardcopies are placed in child files.



**Policy ID (ERSEA) Policy on Fees**

Related Regulations:	1302.18		
Developed by:	PFCE/ERSEA Manager	Date:	
Approved by:	HS/EHS Director & Chief Instructional Officer	Approval Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Family Advocates, PFCE/ERSEA Manager		
Timeline:	Ongoing		
Evaluation:			
Forms:			

Performance Objective: ACPSD HS/EHS does not charge any fees for participation in the program.

**1.0 Policy on Fees**

- 1.1 The program does not charge eligible families a fee to participate in HS/EHS, including special events such as field trips, and does not in any way condition an eligible child's enrollment or participation in the program upon the payment of a fee.
- 1.2 The program does not require parents to provide diapers and wipes for their children.

**2.0 Allowable Fees**

- 2.1 The program only accepts a fee from families of enrolled children for services that are in addition to services funded by HS/EHS, such as child care before or after funded HS/EHS hours.
  - a) The program does not condition a HS/EHS child's enrollment on the ability to pay a fee for additional hours.
- 2.2 In order to support programs serving children from diverse economic backgrounds or using multiple funding sources, the program may charge fees to private pay families and other non-HS/EHS enrolled families to the extent allowed by any other applicable federal, state or local funding sources.

**3.0 Voluntary Payment**

- 3.1 If the family of an enrolled child volunteers to pay part of all of the cost of the child's participation, the program may accept the volunteer payments and records the payments as program income.

**Policy ID (ERSEA) Intake and Record-Keeping Systems**

Related Regulations:	1305.5 a-b; 1304.51 g		
Developed by:	PFCE/ERSEA Manager	Date:	
Approved by:	HS/EHS Director	Approval Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Family Advocates		
Timeline:	Ongoing throughout the program year		
Evaluation:	Children are placed in centers appropriate to the family's needs. All applications are documented in the electronic record-keeping system.		
Forms:			

**Performance Objective:** ACPSD HS/EHS intake and Record-Keeping system ensures that recruitment, enrollment, and placement of children from the initial *Head Start Application*, is documented within the electronic record-keeping system, and that all eligible children are placed in appropriate program options.

**1.0 Intake and Record-Keeping Systems**

1.1 Primary data entry and file maintenance is the responsibility of program Family Advocates.

1.2 When a parent expresses interest in enrolling his or her child in HS/EHS, the Family Advocate processes the Head Start Application and creates an electronic record.

1.3 Family Advocates:

a) Review the application for accuracy and completion

1.4 The PFCE/ERSEA Manager and HS/EHS Director review and monitor recruitment, enrollment, placement, and Wait List data through the electronic record-keeping system.

**Policy ID (ERSEA) Electronic Record-Keeping System Data Entry**

Related Regulations:	1304.51 g		
Developed by:	PFCE/ERSEA Manager	Date:	
Approved by:	HS/EHS Director & Chief Instructional Officer	Approval Date:	
Approved by:	Governing Body	Approval Date:	
Approved by:	Policy Council	Approval Date:	
Responsibility:	Family Advocates, PFCE/ERSEA Manager		
Timeline:	As needed		
Evaluation:	Information retrieved from the electronic record-keeping system		
Forms:	Child Plus application 2135		

**Performance Objective:** ACPSD HS/EHS program uses the electronic record-keeping and reporting system that updates, sorts, and retrieves program data records, in accordance with Confidentiality policies.

**1.0 Electronic Record-Keeping System Data Entry**

1.1 Program Data Entry/enrollment staff enter information on all fields of all pages of the application during the application intake.

a) The following information is entered during the application intake:

- i) Immunizations
- ii) Health
- iii) Disability
- iv) Pregnancy
- v) Birth History
- vi) Family Services Events
- vii) Required Health Events
- viii) Family Assessment

b) The following information is entered daily:

- i) CACFP totals and CACFP Meal Counts
- ii) Attendance.