

**Northwest Arkansas Head Start Human Services, Inc.
PART 1305 – Head Start Program Performance Standards
2011-2012 Eligibility, Recruitment, Selection, Enrollment and Attendance In Head Start**

Governing Board Approval Date:

4/19/2011

Policy Council Approval Date:

3/21/2011

Acronyms:

LPD-Local Program Director

FCS-Family-Community Specialist

ECP-LEA-Early Childhood Program/Local Education Agency (COOP)

CDS-W-Child Development Specialist-Wellness

FO-Fiscal Officer

SSA-Senior Systems Administrator

TA-Teacher Aide

AA-Accounting Associate

HV-Home Visitor

LPT-Local Program Teacher

ED-Executive Director

LPC-Local Program Cook

BOD-Board of Directors

OA-Operations Assistant

AT-Assistant Teacher

FSW-Family Service Worker

APD-ES-Agency Program Director-Education Specialist

PC-Policy Council

OGC-Ozark Guidance Center

PDS-HR-Program Design Specialist-Human Resources

OS-Operations Support

MHP-Mental Health Provider

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Related Procedures:

Agency Planning Procedures

Enrollment Reporting System Procedure

Parent Handbook

IEP Transition to Other Placement Procedures

Community Assessment/Update Procedures

ERSEA Procedures

1305.1 Purpose and scope.

This part prescribes requirements for determining community needs and recruitment areas. It contains requirements and procedures for the eligibility determination, recruitment, selection, enrollment and attendance of children in Head Start programs and explains the policy concerning the charging of fees by Head Start programs. These requirements are to be used in conjunction with the Head Start Program Performance Standards at 45 CFR part 1304, as applicable.

1305.2 Definitions.

(a) Children with disabilities means children with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments or specific learning disabilities who, by reason thereof need special education and related services. The term "children with disabilities" for children aged 3 to 5, inclusive, may, at a State's discretion, include children experiencing developmental delays, as defined by the State and as measured by appropriate diagnostic instruments and procedures, in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, or adaptive development; and who, by reason thereof, need special education and related services.

- (b) Enrollment means the official acceptance of a family by a Head Start program and the completion of all procedures necessary for a child and family to begin receiving services.
- (c) Enrollment opportunities mean vacancies that exist at the beginning of the enrollment year, or during the year because of children who leave the program, that must be filled for a program to achieve and maintain its funded enrollment.
- (d) Enrollment year means the period of time, not to exceed twelve months, during which a Head Start program provides center or home-based services to a group of children and their families.
- (e) Family means all persons living in the same household who are:
- (1) Supported by the income of the parent(s) or guardian(s) of the child enrolling or participating in the program, and (2) related to the parent(s) or guardian(s) by blood, marriage, or adoption.
- (f) Funded enrollment means the number of children which the Head Start grantee is to serve, as indicated on the grant award.
- (g) Head Start eligible means a child that meets the requirements for age and family income as established in this regulation or, if applicable, as established by grantees that meet the requirements of section 645(a) (2) of the Head Start Act. Up to ten percent of the children enrolled may be from families that exceed the low-income guidelines. Indian Tribes meeting the conditions specified in 45 CFR 1305.4(b)(3) are excepted from this limitation.
- (h) Head Start program means a Head Start grantee or its delegate agency(ies).
- (i) Income means gross cash income and includes earned income, military income (including pay and allowances), veterans benefits, Social Security benefits, unemployment compensation, and public assistance benefits. Additional examples of gross cash income are listed in the definition of "income," which appears in U.S. Bureau of the Census, Current Population Reports, Series P-60-185.
- (j) Income guidelines means the official poverty line specified in section 652 of the Head Start Act.
- (k) Indian Tribe means any tribe, band, nation, pueblo, or other organized group or community of Indians, including any Native village described in section 3(c) of the Alaska Native Claims Settlement Act (45 U.S.C. 1602(c)) or established pursuant to such Act (43 U.S.C. 1601 et seq.), that is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians.
- (l) Low-income family means a family whose total annual income before taxes is equal to, or less than, the income guidelines. For the purpose of eligibility, a child from a family that is receiving public assistance or a child in foster care is eligible even if the family income exceeds the income guidelines.
- (m) Migrant family means, for purposes of Head Start eligibility, a family with children under the age of compulsory school attendance who changed their residence by moving from one geographic location to another, either intrastate or interstate, within the preceding two years for the purpose of engaging in agricultural work that involves the production and harvesting of tree and field crops and whose family income comes primarily from this activity.
- (n) Recruitment means the systematic ways in which a Head Start program identifies families whose children are eligible for Head Start services, informs them of the services available, and encourages them to apply for enrollment in the program.
- (o) Recruitment area means that geographic locality within which a Head Start program seeks to enroll Head Start children and families. The recruitment area can be the same as the service area or it can be a smaller area or areas within the service area.
- (p) Responsible HHS official means the official of the U.S. Department of Health and Human Services having authority to make Head Start grant awards, or his or her designee.
- (q) Selection means the systematic process used to review all applications for Head Start services and to identify those children and families that are to be enrolled in the program.
- (r) Service area means the geographic area identified in an approved grant application within which a grantee may provide Head Start services.
- (s) Vacancy means an unfilled enrollment opportunity for a child and family in the Head Start program.

PERFORMANCE STANDARDS	ACTION TO BE TAKEN	WHO IS RESPONSIBLE	TIME LINE	DOCUMENTATION FOR OUTCOME
1305.3 Determining community strengths and needs.				
1305.3(a) Each Early Head Start and Head Start grantee must identify its proposed service area in its Head Start grant application and define it by county or sub-county area, such as a municipality, town or census tract or a federally recognized Indian Reservation. With regard to Indian Tribes, the service area may include areas designated as near-reservation by the Bureau of Indian Affairs (BIA) or, in the absence of such a designation, a Tribe may propose to define its service area to include nearby areas where Indian children and families native to the reservation area may reside, provided that the service area is approved by the tribes governing council. Where the service area of a tribe includes a non-reservation area, and that area is also served by another Head Start grantee, the Tribe will be authorized to serve children from families native to the reservation residing in the non-reservation area as well as children from families residing on the reservation.				
	1. Review and update as appropriate the agency Community Assessment/ Update Procedures.	ED/ FCS	July - May	Community Assessment/ Update Procedures
	2. Provide the Policy Council and the Governing Board the agency Community Assessment/Update Procedures for review and discussion.	ED/ FCS	Jan	PC Meeting Minutes File BOD Meeting Minutes File
	3. Submit to the Policy Council and the Governing Board the agency Community Assessment/Update Procedures for approval/disapproval.	ED/ FCS	Feb	PC Meeting Minutes File BOD Meeting Minutes File
	4. Ensure the agency Community Assessment/Update Procedures are implemented.	ED/ FCS	Feb - July	Community Assessment/ Update Procedures
	5. Review and update as appropriate the agency Community Assessment/ Update Analysis.	ED/ FCS	Mar - May	Community Assessment Analysis
	6. Provide the Policy Council and the Governing Board the agency Community Assessment Analysis for review and discussion.	ED/ FCS	June	PC Meeting Minutes File BOD Meeting Minutes File
	7. Submit to the Policy Council and the Governing Board the agency Community Assessment Analysis for approval/disapproval including the program option needs in service area.	ED/ FCS	July	PC Meeting Minutes File BOD Meeting Minutes File
1305.3(b) The grantee serviced area must be approved, in writing, by the responsible HHS official in order to assure that the service area is of reasonable size and, except in situations where a near reservation designation or other expanded area has been approved for a Tribe, does not overlap with that of other Head Start grantees.				
	1. Inform Governing Board, Policy Council and agency staff and general public of receipt of Financial Assistance Award letter.	ED	Annually	Meeting Minutes File Service Area and Program Options for NWAHS in the Community Assessment
1305.3(c) Each Early Head Start and Head Start grantee agency must conduct a Community Assessment within its service area once every three years. The Community Assessment must include the collection and analysis of the following information about the grantee's Early Head Start or Head Start area:				
	1. Ensure Community Assessment/Update Procedure includes regulations quoted in 1305.3(c)1-6.	FCS	Oct - Nov	Community Assessment/Update Procedures
1305.3(c)(1) The demographic makeup of Head Start eligible children and families, including their estimated number, geographic location and racial and ethnic composition;				
	1. Utilize resources from other community assessments such as census, local Chambers of Commerce, local United Ways, and other resources identified with relevant information.	FCS	July - May	Community Assessment File
1305.3(c)(2) Other child development and child care programs that are serving Head Start eligible children, including publicly funded State and local preschool programs, and the approximate number of Head Start eligible children served by each;				

1. Utilize resources from community assessments such as DHS, child care partners, Child Care Referral Center, and other resources identified with relevant information.	FCS	July - May	Community Assessment File
1305.3(c)(3) The estimated number of children with disabilities four years old or younger, including types of disabilities and relevant resources provided to these children by community agencies;			
1. Utilize resources from community assessments such as DHS, local ECP-LEA, Sunshine School, and other resources identified with relevant information.	FCS	July - May	Community Assessment File
1305.3(c)(4) Data regarding the education, health, nutrition and social services needs of Head Start children and their families;			
1. Utilize resources from community assessments such as Department of Education, County Health Departments, County Extension Offices, DHS, and other resources identified with relevant information.	FCS	July - May	Community Assessment File
1305.3(c)(5) The education, health, nutrition and social services needs of Head Start children and their families and by institutions in the community that serve young children;			
1. Utilize resources from community assessments such as Department of Education, County Health Departments, County Extension Offices, DHS, and other institutions identified with relevant information.	FCS	July - May	Community Assessment File
1305.3(c)(6) Resources in the community that could be used to address the needs of Head Start children and their eligible families, including assessments of their availability and their accessibility;			
1. Identify and utilize community resources with the Crisis Center.	FCS / FSW	Ongoing	Staff Training Crisis Center Brochure
2. Review Information about Community Resources with families.	FSW	1 st Home Visit	Family Partnership Agreement/ Progress Notes (HS4-23)
3. Review referrals to identify availability and accessibility of services.	FCS/ FSW/ HV	Ongoing	www.nwacomunityresources.org Child Tracking Software
4. Report information to Management Team during Community Assessment data analysis.	FCS	May - June	Community Assessment File
1305.3(d) The Early Head Start and Head Start grantee and delegate agency must use the information from the Community Assessment to:			
1305.3(d)(1) Help determine the grantee's philosophy, and its long-range and short-range program objectives;			
1. Ensure the Agency Planning Procedures are implemented.	ED	Annually	Agency Planning Procedures Meeting Minutes Summary Report Self-Assessment Report Goals and Objectives
2. Provide the Policy Council and the Governing Board the agency philosophy and goals/objectives for review and discussion.	ED	Oct	PC Meeting Minutes File BOD Meeting Minutes File
3. Submit to the Policy Council and the Governing Board the agency philosophy goals/objectives for approval/disapproval.	ED	Nov	PC Meeting Minutes File BOD Meeting Minutes File
1305.3(d)(2) Determine the type of component services that are most needed and the program option or options that will be implemented;			
1. Ensure the agency the Community Assessment/Update Procedures are implemented.	ED/ FCS	Feb - July	Community Assessment/ Update Procedures

2. Ensure the Agency Planning Procedures are implemented.	ED	Annually	Agency Planning Procedures Meeting Minutes Summary Report Self-Assessment Report Goals and Objectives
3. Provide the Policy Council and the Governing Board the agency Community Assessment Analysis for review and discussion.	ED/ FCS	Feb	PC Meeting Minutes File BOD Meeting Minutes File
4. Submit to the Policy Council and the Governing Board the agency Community Assessment Analysis for approval/disapproval including the program option needs in service area.	ED/ FCS	Feb	PC Meeting Minutes File BOD Meeting Minutes File
1305.3(d)(3) Determine the recruitment area that will be served by the grantee, if limitations in the amount of resources make it impossible to serve the entire service area.			
1. Identify recruitment areas at annual recruitment meeting.	FCS / LPD/ FSW/ ED	May	LPD Meeting Minutes File
1305.3(d)(4) If there are delegate agencies, determine the recruitment area that will be served by the grantee and the recruitment area that will be served by each delegate agency.			
N/A	N/A	N/A	N/A
1305.3(d)(5) Determine appropriate locations for centers in the areas to be served by home-based programs; and			
1. Review data collected from the Community Assessment in areas to be served by home-base programs to determine the appropriate locations for centers in these areas.	Mgmt Team	May	Management Team Meeting Minutes
2. Inform BOD and PC of program planning regarding placement of centers in the area to be served by home-based programs.	ED	June – July	PC Meeting Minutes File BOD Meeting Minutes File
1305.3(d)(6) Set criteria that define the types of children and families who will be given priority for recruitment and selection.			
1. Review recruitment, selection, enrollment and attendance requirements (45 CFR part 1305) at Policy Council Orientation.	SSA	Oct	Policy Council Training Orientation File
2. Provide Policy Council Criteria for defining recruitment, selection and enrollment priorities for review and discussion.	ED/ SSA	Dec	PC Meeting Minutes File ERSEA Criteria (HSA-40)
3. Submit to Policy Council Criteria for defining recruitment, selection and enrollment priorities for approval/disapproval.	ED/ SSA	Jan	PC Meeting Minutes File ERSEA Criteria (HSA-40)
4. Provide Policy Council 1305 ERSEA Plan for review and discussion.	ED/ SSA	Mar	PC Meeting Minutes File
5. Submit to Policy Council 1305 ERSEA Plan for approval/disapproval.	ED/ SSA	Apr	PC Meeting Minutes File
6. Ensure the ERSEA Procedures are implemented.	ED/ SSA / LPD	Ongoing	ERSEA Procedures
7. Follow criteria and define point system: <ul style="list-style-type: none"> • Income • Diagnosis of Disability • Family Composition • Homeless • Foster Children • Public assistance status 	Mgmt Team	Feb – Mar	ERSEA Procedures ERSEA Criteria (HSA-40) Head Start Eligibility Verification Child Tracking Software
8. Refer to 1305.6 and 1305.7.			
1305.3(e) In each of the two years following completion of the Community Assessment the grantee agency must conduct a review to determine whether there have been significant changes in the information described in paragraph (b) of this section. If so the Community Assessment must be updated and the decisions described in paragraph (c) of this section must be reconsidered.			

1. Ensure the agency Community Assessment/Update Procedures are implemented.	ED/ FCS	July – May	Community Assessment/ Update Procedures
1305.3(f) The recruitment area must include the entire service area, unless the resources available to the Head Start grantee are inadequate to serve the entire service area.			
1. Identify recruitment areas at annual recruitment meeting.	SSA/ FCS / LPD/ FSW/ ED	May	LPD Meeting Minutes File
1305.3(g) In determining the recruitment area when it does not include the entire service area, the grantee must:			
1305.3(g)(1) Select an area or areas that are among those having the greatest need for Early Head Start or Head Start services as determined by the Community Assessment; and			
1. Ensure the agency the Community Assessment/Update Procedures are implemented.	ED/ FCS	July - May	Community Assessment/ Update Procedures
2. Identify program option sites with the greatest need within the service area.	Mgmt Team	Annually	Management Team Meeting Minutes Child Tracking Software Waiting List Report
1305.3(g)(2) Include as many Head Start eligible children as possible within the recruitment area, so that:			
1305.3(g)(2)(i) The greatest number of Head Start eligible children can be recruited and have an opportunity to be considered for selection and enrollment in the Head Start program, and			
1. Implement agency criteria for eligibility, recruitment, selection and prioritization for enrollment of children according to ERSEA Procedures.	SSA/ LPD/ FSW/ HV	Ongoing	ERSEA Procedures Child Tracking Software point system
1305.3(g)(2)(ii) The Head Start program can enroll the children and families with the greatest need for its services.			
1. Enroll children implementing prioritization as determined by the agency's selection criteria.	SSA	Ongoing	ERSEA Procedures ERSEA Criteria (HSA-40) Head Start Eligibility Verification Child Tracking Software
1305.4 Age of children and family income eligibility.			
1305.4(a) To be eligible for Head Start services, a child must be at least three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located, except in cases where the Head Start program's approved grant provides specific authority to serve younger children. Examples of such exceptions are programs serving children of migrant families and Early Head Start programs.			
1. Obtain and review child's birth certificate or other document showing date of birth to ensure child is three years of age by the current enrollment deadline for Kindergarten established by the State of Arkansas. Children obtaining the age of 3 after this deadline are also age eligible for enrollment if slots become open.	SSA/ LPD/ FSW/ HV	Ongoing	Child's File
1305.4(b)(1) At least 90 percent of the children who are enrolled in each Head Start program must be from low-income families.			
1. Obtain financial records and review to ensure the family meets annual Head Start Family Income Guidelines.	SSA	Ongoing	Child's File
2. Complete Income Verification and Eligibility Priority Criteria form.	SSA	Ongoing	Head Start Eligibility Verification Child Tracking Software
3. Approve children to be registered.	SSA	Ongoing	Head Start Eligibility Verification Child Tracking Software
1305.4(b)(2) Except as provided in paragraph (b)(3) of this section, up to ten percent of the children who are enrolled may be children from families that exceed the low-income guidelines but who meet the criteria that the program has established for selecting such children and who would benefit from Head Start services.			
1. Review and determine the need to register children over the income guidelines.	ED/ SSA	Ongoing	ERSEA Procedures ERSEA Criteria (HSA-40)

2. Prioritize children with disabilities who are over guidelines and address all other over the guideline children on a case-by-case basis.	ED/ FCS/ SSA	Ongoing	Head Start Eligibility Verification Child Tracking Software
3. Approve children to be registered.	SSA	Ongoing	ERSEA Procedures Head Start Eligibility Verification Child Tracking Software
1305.4(b)(3) A Head Start program operated by an Indian Tribe may enroll more than ten percent of its children from families whose incomes exceed the low-income guidelines when the following conditions are met:			
N/A			
1305.4(c) The family income must be verified by the Head Start program before determining that a child is eligible to participate in the program.			
1. Obtain financial records and review to ensure the family meets annual Head Start Family Income Guidelines.	SSA	Ongoing	Child's File Head Start Eligibility Verification
1305.4(d) Verification must include examination of any of the following: Individual Income Tax Form 1040, W-2 forms, pay stubs, pay envelopes, written statements from employers, or documentation showing current status as recipients of public assistance.			
1. Request income documentation from the above required list for every child.	SSA	Ongoing	Child's File Head Start Eligibility Verification
2. Review the income documentation to ensure that the family meets annual Head Start Family Income Guidelines.			
1305.4(e) A signed statement by an employee of the Head Start program, identifying which of these documents was examined and stating that the child is eligible to participate in the program, must be maintained to indicate that income verification has been made.			
1. Complete a Head Start Eligibility Verification form on every child and place in the child's file.	SSA	Ongoing	Child's File Head Start Eligibility Verification
1305.5 Recruitment of children.			
1305.5(a) In order to reach those most in need of Head Start services, each Head Start grantee and delegate agency must develop and implement a recruitment process that is designed to actively inform all families with Head Start eligible children within the recruitment area of the availability of services and encourage them to apply for admission to the program. This process may include canvassing the local community, use of news releases and advertising, and use of family referrals and referrals from other public and private agencies.			
1. Establish and maintain memorandums of understanding with other community agencies.	LPD/ Mgmt Team	Ongoing	Memorandums of Understanding
2. Review recruitment, selection, enrollment and attendance requirements (45 CFR part 1305) at Policy Council Orientation.	SSA	Oct	Policy Council Training Orientation File
3. Provide Policy Council and Governing Board Criteria for defining recruitment, selection and enrollment priorities for review and discussion.	ED/ SSA	Dec	PC Meeting Minutes File BOD Meeting Minutes File ERSEA Criteria (HSA-40) 1305 ERSEA Plan
4. Submit to Policy Council and Governing Board Criteria for defining recruitment, selection and enrollment priorities for approval/disapproval.	ED/ SSA	Jan	
5. Provide Policy Council and Governing Board 1305 ERSEA Plan for review and discussion.	ED/ SSA	Mar	
6. Submit to Policy Council and Governing Board 1305 ERSEA Plan for approval/disapproval.	ED/ SSA	Apr	
7. Conduct recruitment meeting with LPD and FSW's to review eligibility criteria and service area.	SSA/ LPD/ FSW	May	Recruitment Meeting File LPD Meeting Minutes File
8. Document all recruitment efforts for each program.	SSA/ LPD/ FSW	Ongoing	Recruitment Monthly Report (HSA-47) GoogleDocs Form
1305.5(b) During the recruitment process that occurs prior to the beginning of the enrollment year, a Head Start program must solicit applications from as many Head Start eligible families within the recruitment area as possible. If necessary, the program must assist families in filling out the application form in order to assure that all information needed for selection is completed.			

1. Approach currently enrolled families for re-enrollment and encourage currently enrolled families to recruit all eligible families.	All Local Program Staff	Mar - Aug	Recruitment Monthly Report (HSA-47) Parent Meeting Agenda/Minutes (HS4-25)
2. Promote Head Start with collaborative community partners serving all eligible families.	All Staff	Ongoing	Recruitment Monthly Report (HSA-47) Memorandums of Understanding
3. Actively locate and recruit children with disabilities.	Local Program Staff	Ongoing	Recruitment Monthly Report (HSA-47) Memorandums of Understanding
4. Implement recruitment plan including use of local media.	All Staff / FCS	Ongoing	Recruitment Monthly Report (HSA-47)
5. Assist parent/guardians with completion of required paperwork.	Local Program Staff/ FSW	Ongoing	In-Kind Sheets (HSF-4) Student Application (HSA-54)
1305.5(c) Each program, except migrant programs, must obtain 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.			
1. Obtain at least 10% or greater number of applications per center than funded slots.	All Staff	Ongoing	Child Tracking Software waiting list Student Application (HSA-54)
1305.6 Selection process.			
1305.6(a) Each Head Start program must have a formal process for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start services. The selection criteria must be based on those contained in paragraphs (b) and (c) of this section.			
1. Review recruitment, selection, enrollment and attendance requirements (45 CFR Part 1305) at Policy Council Orientation.	SSA	Oct	Policy Council Training Orientation File
2. Provide Policy Council Criteria for defining recruitment, selection and enrollment priorities for review and discussion.	ED/ SSA	Dec	PC Meeting Minutes File ERSEA Criteria (HSA-40)
3. Submit to Policy Council Criteria for defining recruitment, selection and enrollment priorities for approval/disapproval.	ED/ SSA	Jan	PC Meeting Minutes File ERSEA Criteria (HSA-40)
4. Provide Policy Council 1305 ERSEA Plan for review and discussion.	ED/ SSA	Mar	PC Meeting Minutes File
5. Submit to Policy Council 1305 ERSEA Plan for approval/disapproval.	ED/ SSA	Apr	PC Meeting Minutes File
1305.6(b) In selecting the children and families to be served, the Head Start program must consider the income of eligible families, the age of the child, the availability of kindergarten or first grade to the child, and the extent to which a child or family meets the criteria that each program is required to establish in Sec. 1305.3(c)(6). Migrant programs must also give priority to children from families whose pursuit of agricultural work required them to relocate most frequently within the previous two-year period.			
1. Utilize the selection criteria system to assess the family with the greatest need.	SSA	Ongoing	Head Start Eligibility Verification Child Tracking Software
1305.6(c) At least 10 percent of the total number of enrollment opportunities in each grantee and each delegate agency during an enrollment year must be made available to children with disabilities who meet the definition for children with disabilities in Sec. 1305.2(a). An exception to this requirement will be granted only if the responsible HHS official determines, based on such supporting evidence as he or she may require, that the grantee made a reasonable effort to comply with this requirement but was unable to do so because there was an insufficient number of children with disabilities in the recruitment area who wished to attend the program and for whom the program was an appropriate placement based on their Individual Education Plans (IEP) or Individualized Family Service Plans (IFSP), with services provided directly by Head Start or Early Head Start or in conjunction with other providers.			
1. Ensure that 10% of the funded enrollment is held for children with disabilities.	ED	Ongoing	Child Tracking Software
2. Enroll children with the greatest need who are diagnosed with a disability.	SSA/ FCS/ LPD	Ongoing	Head Start Eligibility Verification /HSA-40
3. Consult and refer children to other agencies when Head Start is not an appropriate placement.	FCS/ LPD	Ongoing	IEP Transition to Other Placement Procedures

4. Implement IEP Transition to Other Placement Procedure when Head Start is not an appropriate placement.	FCS/ ECP-LEA/ LP Staff	As Needed	IEP Transition to Other Placement Procedures Child's File
1305.6(d) Each Head Start program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection criteria to assure that eligible children enter the program as vacancies occur.			
1. Implement an application waiting list for each center.	SSA	Ongoing	Child Tracking Software Waiting List
2. Maintain the application waiting list throughout the program year.	SSA	Ongoing	Child Tracking Software Waiting List
3. Ensure that children with the greatest need are enrolled in the program as vacancies occur.	SSA	Ongoing	ERSEA Procedures ERSEA Criteria (HSA-40) Head Start Eligibility Verification Child Tracking Software
1305.7 Enrollment and re-enrollment.			
1305.7(a) Each child enrolled in a Head Start program, except those enrolled in a migrant program, must be 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.			
1. Ensure children are allowed the opportunity to remain in the Head Start program for 2 nd year.	LPD/ FSW	May - July	Child's File
2. Complete an entire electronic enrollment package with currently enrolled families prior to close of current school year.	LPD/ FSW	May	GoogleApps/ FormLizard
3. Schedule registration of returning children prior to new applicants.	LPD/ FSW	May - July	Child's File Child Tracking Software Waiting List
1305.7(b) A Head Start grantee must maintain its funded enrollment level. When a program determines that a vacancy exists, no more than 30 calendar days may elapse before the vacancy is filled. A program may elect not to fill a vacancy when 60 calendar days or less remain in the program's enrollment year.			
1. Ensure that a vacancy is filled within thirty days, except 60 days prior to the last day of the program year.	SSA	Ongoing	Child Tracking Software Monthly Attendance Report ERSEA Procedures
1305.7(c) If a child has been found income eligible and is participating in a Head Start program, he or she remains income eligible through that enrollment year and the immediately succeeding enrollment year. Children who are enrolled in a program receiving funds under the authority of section 645A of the Head Start Act (programs for families with infants and toddlers, or Early Head Start) remain income eligible while they are participating in the program. 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 must ensure, whenever possible, that the child receives Head Start services until enrolled in school.			
1. Ensure children are allowed the opportunity to remain in the Head Start program for 2 nd year.	LPD/ FSW	May - July	Child's File
2. Schedule registration of returning children prior to new applicants.	LPD/ FSW	May - July	Child's File Child Tracking Software Waiting List
1305.8 Attendance.			
1305.8(a) When the monthly average daily attendance rate in a center-based program falls below 85 percent, a Head Start program must analyze the causes of absenteeism. The analysis must include 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.			
1. Utilize the Attendance Percentage Report.	Classroom Staff	Daily	Child Tracking Software

2. Enter attendance data into Child Tracking Software.	Classroom Staff	Daily	Child Tracking Software
3. Review the Child Tracking Software attendance reports by child to analyze the causes of absenteeism.	ED/ SSA/ LPT	Monthly	Child Tracking Software/Local Program meeting minutes
4. Provide recommendations for solutions/ interventions to appropriate staff addressing reasons for absences.	Mgmt Team	Monthly	Management Team Meeting Minute File
1305.8(b) If the absences are a result of illness or if they are well documented absences for other reasons, no special action is required. If, however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, the program must initiate appropriate family support procedures for all children with four or more consecutive unexcused absences. These procedures must include home visits or other direct contact with the child's parents. Contacts with the family must emphasize the benefits of regular attendance, while at the same time remaining sensitive to any special family circumstances influencing attendance patterns. All contacts with the child's family as well as special family support service activities provided by program staff must be documented.			
1. Identify a child missing four consecutive absences.	LPT	Daily	Child Tracking Software Report
2. Contact family by phone when a child is absent and the cause is unknown.	LPT	Daily	Child Tracking Software
3. If unable to reach family by phone after 4 or more unexcused consecutive absences, conduct a home visit to the family.	LPT/ LPD/ FSW	Ongoing	Child Tracking Software
4. Contact family by letter after five unexcused absences. Place copy of letter in child's file.	LPT/ FSW	Ongoing	Child's File, attendance letters
5. Following 15 and 20 absences, conference with parent/guardians.	LPT/ LPD	Ongoing	Child Tracking Software Report, attendance letter
6. Document any family service support activities or referrals and document follow-up services provided.	FSW	Ongoing	Family Partnership Agreement (HS4-23C) Child Tracking Software
7. Discuss with local program staff the causes of excessive absenteeism by each classroom in the center and possible solutions.	LPD/ LPT/ FSW	Ongoing	Local Program Meeting Minutes ERSEA File
1305.8(c) In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or a different program option, the child's slot must be considered an enrollment vacancy.			
1. Following 15 unexcused consecutive absences the child's slot will be considered vacant and filled from the Application Waiting List.	LPD/ FSW	Ongoing	Child Tracking Software Report (Attendance Letter) Child Tracking Software Waiting List Informative Parent Letter (Documentation in File)
2. Provide parent/guardians a written letter informing them about the decision made by the program and place a copy in the child's file.			
1305.9 Policy on fees.			
<i>A Head Start program must not prescribe any fee schedule or otherwise provide for the charging of any fees for participation in the program. If the family of a child determined to be eligible for participation by a Head Start program volunteers to pay part or all of the costs of the child's participation, the Head Start program may accept the voluntary payments and record the payments as program income.</i>			
Under no circumstances shall a Head Start program solicit, encourage, or in any other way condition a child's enrollment or participation in the program upon the payment of a fee.			
1. Ensure that a child's participation in the program is not based on a fee or volunteer time.	ED	Ongoing	Parent Handbook (HS10-1) Parent Orientation Sheet (HSA-28)
1305.10 Compliance.			
<i>A grantee's failure to comply with the requirements of this Part may result in a denial of refunding or termination in accordance with 45 CFR Part 1303.</i>			
1. Document regular monitoring and tracking efforts of the requirements set forth in this Part.	ED/ Mgmt Team	Ongoing	Monitoring System Management Team Meeting Minutes File
2. Ensure the timely completion of Program Information Report at end of specified months using the PIR web based application.	ED/ SSA/ LPD/ FSW	Oct/Jan/Mar	Enrollment Reporting System Procedure

