

**EARLY HEAD START PROCEDURES FOR:  
SELECTION, ENROLLMENT, AND ELIGIBILITY  
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 **Scope:** Performance Standard 1302.10 Early Head Start Selection, Enrollment, and Eligibility criteria.

2.0 **Responsibility:**

- 2.1 Head Start Director
- 2.2 ESC/ISD Head Start Staff

3.0 **Resources:**

- 3.1 Areas to be served
  - 3.1.1 Mitchell County – Colorado City
  - 3.1.2 Nolan County – Sweetwater
  - 3.1.3 Comanche County – Comanche and DeLeon
  - 3.1.4 Jones County- Hamlin
  - 3.1.5 Brown - Brownwood (Delegate)
- 3.2 Community Assessment

4.0 **Procedures:**

**Phase One of Enrollment**

- 4.1 Any family interested in Early Head Start will be required to complete an application/registration packet and/or the pre-application form.
- 4.2 Children who have been out of the program for 30 consecutive days or more (except for illness), or children coming from another Early Head Start program must reapply to Early Head Start. Children who were previously enrolled in Early Head Start during the prior school year, will not be required to submit income verification.
  - 4.2.1 All new applications must include income verification. Family means all persons living in the same household who are: (1) supported by the child's parent(s)' or guardian(s)' income; and (2) related to the child's parent(s) or guardian(s) by blood, marriage, or adoption; or (3) the child's authorized caregiver or legally responsible party. Family, for a pregnant woman, means all persons who financially support the pregnant woman.
    - 4.2.1.1.1 The following documents may be used to determine
      - 4.2.1.1.2 Pay stubs or pay envelopes
      - 4.2.1.1.3 Written statements from employers.

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- 4.2.1.1.4 Documents showing current status as recipients of public assistance (TANF and SSI). (TANF and SSI will be zero income)
  - 4.2.1.1.5 Documents showing child support payments.
  - 4.2.1.1.6 Individual Income Tax Form 1040 W-2 Forms
  - 4.2.1.1.7 Documentation showing current status of applicants being categorically eligible includes Homeless, Foster Care, and SNAP.
- 4.2. Head Start staff will review all applications to ensure that all information is complete, including the birth date of the child and income verification for parents and guardians. Information will be entered into **the web-based data system** and the prioritization report will be completed for each site.
- 4.3. Grantee/delegate Early Head Start maintains 90% of the enrollment as income eligible. Up to 10% of the total number of enrollment opportunities for Early Head Start must be provided to children with disabilities.
- 4.5 Enrollment opportunities are given to infants /toddlers with significant disabilities based upon availability and recommendations from Early Childhood Intervention (ECI) and the ERSEA committee.
- 4.6 Enrollment opportunities are also given to infants/toddlers based upon availability, recommendations, and eligibility from ISD Pregnancy, Education, and Parenting (PEP) Program and the ERSEA committee.

**Phase Two of Enrollment Process**

- 4.7 Families who meet the Early Head Start Enrollment Point System criteria will be prioritized and placed first in the program, based on points and developmentally appropriate age grouping.
- 4.8 If the point system ranks the children equally, the child whose income is the greatest percentage below the federal poverty guidelines will be placed first in the Early Head Start class.
- 4.9 If two children have the same points and the same income, the child who registered first and has a complete application will be given priority for placement in the Head Start class.

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- 4.10 Families who attend the designated enrollment phase and have a completed application will be considered first for enrollment opportunities.
- 4.11 Spring registration days will occur during the spring during the enrollment phase (March to May).
- 4.12 Children who register following the designated enrollment phase will be prioritized and placed on a waiting list until an enrollment opportunity becomes available.
- 4.13 Children who are over income will be prioritized last on the list regardless of points except for children with disabilities and those who are homeless or foster eligible. Over income will not be accepted unless they have an IFSP. The ERSEA committee reserves the right to make exceptions due to extenuating circumstances.
- 4.14 Returning Early Head Start children falling below the 85% attendance requirement will be considered for re-enrollment in Early Head Start on a case-by-case basis.
- 4.15 All children who apply who are not placed in a classroom will be assigned to a waiting list.
- 4.16 Children with disabilities with an Individualized Family Service Plan (IFSP) will be eligible for enrollment opportunities in Early Head Start.
- 4.17 Early Head Start will collaborate with Shared Service Arrangements and Early Childhood Interventions to inform families of children with disabilities of Early Head Start registration enrollment opportunities.

**Priorities for Filling Vacancies**

- 4.18 All vacancies will be filled within 30 days. If children have been out of Early Head Start for 30 days, with the exception of child illness, they must reapply for Early Head Start.
- 4.19 As vacancies occur, follow the procedures in Phase Two of the Enrollment Process.

**5.0 Associated Documents:**

- 5.1 Point System

**6.0 Record Retention Table:**

<b>Identification</b>	<b>Format</b>	<b>Storage</b>	<b>Retention</b>	<b>Disposition</b>	<b>Protection</b>
Application Packet	Print/ Electronic	ESC Head Start Office	7 years	Shred/ Delete	Locked Office/ password protected

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Pre-application Form	Print/ Electronic	ESC Head Start Office	7 years	Shred/ Delete	Locked Office/ password protected
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**7.0 Monitoring:**

- 7.1 CYL Meetings
- 7.2 Visit Reports
- 7.3 Fiscal Monitoring
- 7.4 Quarterly Reviews

**8.0 Revision History:**

Date:	Revision#	Description of Revision
6-30-2006		
8-2009		Reviewed & revised
5-2012	4.5	Reviewed & revised
4-2015	3.1.2; 3.1.3; 3.1.4; 4.2.1; & 4.12	Definition of family & Categorically eligible
6-2016		Reviewed
1-2017	Title	1305 to 1302.10;1302.11, & 1302.12 Point System - took out Categorically Eligible
11-2017	3.1	Removed other counties/sites that do not have EHS
5-2018		Reviewed
5-2018	4.4.2: 5.0	Revised -Took out Sweetwater to include all ISDs. Added electronic & PROMIS Added “ Electronic”, “Delete”, “PROMIS-password protected”
9-2018	4.13	Removed “upon parent request”
6-2019	4.3	Changed PROMIS to myHeadStart
4-2022	4.2.1.1.4	Revised - Added “SNAP” and “TANF, SSI, and SNAP will be zero income”, Deleted “Food

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		Stamps are not counted as income”
7-2022	4.2.1.1.4	Removed “Snap”
	4.2.1.1.7	Added line 4.2.1.1.7
12/2022	4.0, 4.2, 4.2	Replaced “myHeadStart” with “the web-based data system”
12/2022	6.0	“PROMIS” Deleted