

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

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

**2.0 Responsibility:**

2.0 Head Start Director

2.1 ESC/ISD Head Start Staff

**3.0 Resources:**

3.1 Areas to be served:

3.1.1 Fisher County –

3.1.2 Haskell County – Haskell

3.1.3 Jones County – Anson, Hamlin, and Stamford

3.1.4 Mitchell County – Colorado City

3.1.5 Nolan County – Sweetwater

3.1.6 Shackelford County – Albany

3.1.7 Stephens County – Breckenridge

3.1.8 Taylor County – Merkel

3.1.9 Callahan – Clyde

3.1.10 Comanche – Comanche, DeLeon

3.1.11 Eastland – Cisco, Eastland, Ranger

3.1.12 Brown – Brownwood (Delegate)

3.1.13 Coleman- Coleman (Delegate)

3.1.14 McCulloch – Brady (Delegate)

3.1.15 Runnels – Ballinger, Winters (Delegate)

3.2 Community Assessment

**4.0 Procedures**

**Phase One of Enrollment**

4.1 Any family interested in 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 who have previously enrolled in Head Start and children coming from another Head Start program must re-apply to Region 14 ESC Head Start. Previously enrolled or returning children will not be required to submit income verification for the current year.

4.2.1 All new applications must include income verification. Family, for a child, 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

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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 The following documents may be used to determine income:

Pay stubs or pay envelopes

4.2.1.1.2 Written statements from employers

4.2.1.1.3 Documents showing current status as recipients of public assistance (TANF and SSI). (TANF and SSI will be zero income).

4.2.1.1.4 Documents showing child support payments. Income Tax Form W-2 Forms

4.2.1.1.5 Documentation showing the current status of applicants being categorically eligible includes Homeless, Foster Care, and SNAP.

4.3 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 or guardians. Information will be entered into **the web-based data system** and the prioritization report will be completed for each site.

4.4 Region 14 ESC Head Start maintains 90% of the enrollment as income eligible. Up to 10% of the total number of enrollment opportunities for ESC 14 Head Start must be provided to children with disabilities.

4.4.1 Enrollment opportunities are given to children with significant disabilities based upon availability and recommendations from ARD and ERSEA Committees.

**Procedures – Phase Two of Enrollment Process**

4.5 Three and four-year-olds will be prioritized using Region 14 ESC Head Start Enrollment Point System criteria.

4.6 If the point system ranks the children equally, the child with the greatest percentage below the federal poverty guidelines will be placed first in the Head Start class.

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- 4.7 If two children have the same points and same percentage below the federal poverty guidelines, the child who registered first and has a complete application will be given priority for placement in the Head Start class.
- 4.8 Families who attend the designated enrollment steps and have a completed application will be considered first for enrollment opportunities. Children with an IEP will be considered for enrollment opportunities regardless of when they register.
- 4.9 Spring registration days will occur during the spring during the enrollment steps (March to May).
- 4.10 Children who register following the designated enrollment steps will be prioritized and placed on a waiting list until an enrollment opportunity becomes available.
- 4.11 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 the child/applicant has an IEP. The ERSEA committee reserves the right to make exceptions due to extenuating circumstances.
- 4.12 Returning Head Start children falling below the 85% attendance requirement will be considered for re-enrollment in the Head Start Program on a case-by-case basis.
- 4.13 All children who apply and are not placed in a classroom will be assigned to a waiting list.
- 4.14 Children with disabilities with an Individualized Education Plan (IEP) will be eligible for enrollment opportunities in Head Start as of their third birthday.
- 4.15 Region 14 ESC Head Start will collaborate with Shared Service Arrangements and Early Childhood Interventions to inform families of children with disabilities of Head Start registration enrollment opportunities.
- 4.16 Region 14 ESC Head Start will accept student school transfers within the service area as long as the Local Education Agency (LEA) accepts the transfer.

**Procedures – Priorities for Filling Vacancies**

- 4.17 All vacancies will be filled within 30 days unless the program is fully enrolled. If a child has been out of Head Start for 30 days, with the exception of illness, they must reapply for Head Start.
- 4.18 As vacancies occur, follow the procedures in steps Two of Enrollment Process.

**5.0 Associated documents:**

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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	7 years	Shred/ Delete	Locked Office/ password protected
Pre-Application Form	Print/ Electronic	ESC	7 years	Shred/ Delete	Locked Office/ password protected

**7.0 Monitoring:**

- 7.1 CYL Meetings
- 7.2 Visit Reports
- 7.3 Quarterly Reviews

**8.0 Revision History:**

<b>Date:</b>	<b>Revision#</b>	<b>Description of Revision</b>
6-30-2006		
8-2009		Reviewed & Revised
5-2012	3.2.6; 3.2.8;4.3;4.9,4.14	Reviewed & Revised
4-2013	4.10 and Point System	Added definition of Categorically Eligible
10-2014	4.2	Previously enrolled
4-2015	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	3.1.1	Removed Rotan
12-2017	4.2  4.8, 4.9, 4.10, 4.18  4.18	Change “following” for “current”  Replace word “phase” to “steps”

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		Change “children have” to “child has”
5-2018	5.0	Added “ Electronic”, “Delete”
9-2018	4.11	Removed “upon parent request”
6-2019	4.3	Changed PROMIS to myHeadStart
4-2022	4.2.1.1.3	Revised- Added “SNAP” and Deleted “Food Stamps are not counted as income”
7-2022	4.2.1.1.4	Removed “Snap”
	4.2.1.1.7	Added line 4.2.1.1.5
12/2022	4.0, 4.3	Removed “myHeadStart” replaced with “the web-based data system”
12/2022	6.0	Added “electronic” and “password protected”