

Performance Standard:	Part 1302 Program Operations ERSEA	<h2 style="text-align: center; color: #800040;">INCA Community Services</h2> <h3 style="text-align: center;">Head Start & Early Head Start Policies and Procedures</h3> <div style="text-align: center;">  </div>
Sub Category:	1302.15 Enrollment	
Policy Council Approval Date:	10/17	
Governing Board Approval Date:	10/17	
Responsible:	ERSEA Team (Area Supervisors/Family Engagement Coordinator, ERSEA Manager and Head Start Director)	

Enrollment of Children

Policy

INCA maintains its funded enrollment level and fills any vacancy as soon as possible (within 30 days).

Enrollment of Children

INCA makes efforts to maintain enrollment of eligible children for the following year.

Continuity of Enrollment

- Under exceptional circumstances, INCA may maintain a child's enrollment in Head Start for a third year, provided the family income is verified agion.
 - INCA may maintain a child's enrollment in Early Head Start as described in 1302.12(j)(2).

Homeless children or children in foster care

- When INCA 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 families needs.
- When INCA determines from the community assessment there are families experiencing homelessness in the area, or children in foster care that could benefit from services, INCA may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs.
 - No more than 3% of the INCA's funded enrollment slots may be reserved.
 - 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 (1302.15e)

Children with Disabilities

- INCA will enroll eligible children with mental and physical impairment, speech and language delays, when the children have diagnosed evaluation when they apply for Head Start or Early Head Start, provided the family is income eligible, there is an opening, and INCA is the appropriate placement for the child.

State immunization enrollment requirements

- INCA complies with state immunization enrollment and attendance requirements, the exception of homeless children as described in 1302.16(c)(1).

Voluntary parent participation

Parent participation in any of INCA’s activities are voluntary, including consent for data sharing, and is not required as a condition of the child’s enrollment.

Other enrollment

- Children from diverse economic backgrounds who are funded with other sources, including private pay, are not considered part of INCA’s eligible funded enrollment.

Enrollment Process

- INCA’s ERSEA Team fill out each form completely and accurately and ensure forms filled out by parents are complete and accurate.
 - Area Supervisor/Family Engagement Coordinator signs all necessary forms.
 - Area Supervisor/Family Engagement Coordinator or designee enter the information from completed registration packet into the electronic record-keeping system.
 - Enrollment is done in accordance with Head Start regulations.
 - INCA’s enrollment procedures take into account;
 - The number of children with disabilities, including types of disabilities and their severity,
 - The services and resources provided by other agencies.
 - Children referred from the Early Childhood Intervention program (Sooner Start) will be enrolled upon opening in the EHS program and when they turn three years of age provided the family is income eligible and there is an opening in HS.
 - Observation of applicable Oklahoma State Laws which usually require children entering center-based preschool program with complete immunization prior to or within 30 days after entering to reduce the spread of communicable disease.

Application Appointment Schedule

Area Supervisor/Family Engagement Coordinator schedules an application appointment with the parents/guardians.

- The application packet is completed at the appointment.
- Area Supervisor/Family Engagement Coordinator conduct an in-person interview with each family to the extent possible.
- Area Supervisor/Family Engagement Coordinator assists each family in completing enrollment packets.
- Area Supervisor/Family Engagement Coordinator explain each form to the parents/guardians.
- Contact log is completed and information transferred to electronic record keeping systems.

Upon Completion of Application

- Area Supervisor/Family Engagement Coordinator makes determination of acceptance (or Waiting List) within 48 hours of eligibility determination during program year.
- During Spring Recruitment Campaign determination is made of acceptance and placed waiting list
- Area Supervisor/Family Engagement Coordinator assign accepted children to classrooms/groups as soon as possible during program year.

- Area Supervisor/Family Engagement Coordinator made initial contact with eligible families to arrange assigned classroom staff Home Visit with Welcome Packet including:
 - Home Visit Form
 - Parent Hand Book
 - Short Term Exclusion Chart
 - Building For the Future - Nutrition Information
 - Individual Care Plan Family Information Form (EHS)
 - Transportation Opportunities - JAMM Transit
 - Pamphlets (Developmental, Fatherhood, etc.)

Enrollment Priority

- INCA uses a uniform priority ranking, assign points to each child/family, and ERSEA manager oversee the Waiting List in the electronic record-keeping system according to these points. (See “Selection Criteria for Priority Enrollment” in Selection of Children policy)
- Priority Order is determined by greatest demonstrated needs.
 - Greatest needs are determined by the child’s priority score on their Head Start Eligibility Verification Form.
 - The Area Supervisor/Family Engagement Coordinator offers the first available slot to the family with greatest need on the Waiting List.
 - The family may choose to accept the offered placement or wait for their desired option/slot.
 - Income, age and eligibility must be determined first before placement on the Waiting List.

Enrollment of Over-Income Families

- INCA may enroll over-income families in accordance with the regulation.
- The ERSEA Team follows the “Additional Allowance for Programs” section of Determining, Verifying and Documenting Eligibility Policy to enroll over-income families.
- Once a site has exhausted its Waiting 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 with special needs on the Waiting Lists according to their ranking.
- Once over-income children with special needs have been enrolled, and the site has not reached full enrollment, INCA may enroll the other over-income children on the Waiting List according to their ranking.
- When INCA 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.
 - When choosing to enroll this additional 35% of participants between 101-130% of poverty INCA will submit an annual report detailing the items described in the “Additional Allowances for Programs” Section of Determining, Verifying and Documenting Eligibility Policy.
 - This annual report (PIR) is completed by Head Start Director.
- When a family is determined to be over-Income, Area Supervisor/Family Engagement coordinator contacts the HS/EHS Director to request placement.
 - The ERSEA Team reviews program status of over-income families to determine enrollment opportunities.
 - The HS/EHS Director makes a determination and notifies requesting Area Supervisor/Family Engagement Coordinator within 24 hours.

Documentation Required (Form)

Definitions/Acronyms

ACF - Administration for Children and Families

Children with Disabilities - 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, other or specific learning disabilities who, by reason may need special education and related services. The term “children with disabilities” for children age 3 to 5, inclusive, may, at a State’s discretion, include children experiencing developmental delays, as defined by a 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, and adaptive development; and who, by reason thereof, need special education and related services.

Enrolled (or any variation of) A child has been accepted and attended at least one class for center-based option.

Funded Enrollment - The number of participants which the Head Start grantee is to serve, as indicated on the grant award.

EHS - Early Head Start program - A public or private non-profit or for-profit entity designated by ACF to operate an Early Head Start program to serve pregnant women and children from birth to age three, pursuant to Section 645A(e) of the Head Start Act.

ERSEA - Eligibility, Recruitment, Selection, Enrollment and Attendance

Family - All persons living in the same household who are supported by the child’s parent(s) or guardian(s) income; **and** are related to the child’s parent(s) or guardian(s) by blood, marriage, or adoption; or are the child’s authorized caregiver or legally responsible party.

Foster Care - 24-hour substitute care for children placed away from their parents or guardians and for whom the state agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child-care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching of any payments that are made.

INCA - Head Start and Early Head Start programs

HS - Head Start program - A public or private non-profit or for-profit entity designated by ACF to operate an Head Start program to serve pregnant women and children from birth to age three, pursuant to Section 645A(e) of the Head Start Act.

Homeless Children - Means the same as homeless children and youths in Section 725(2) of the McKinney-Vento Homeless Assistance Act at 42 U.S.C. 11434a (2). As follows:

(2) *The term homeless children and youths’ —*

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes —

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular

sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Income - Gross cash income and includes earned income, military income (including pay and allowances, except those described in Section 645(a)(3)(B) of the Act), 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 (available at <https://www2.census.gov/prod2/popscan/p60-185.pdf>).

Parent - A Head Start or Early Head Start child's mother or father, other family member who is a primary caregiver, foster parent or authorized caregiver, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree.

Recruitment Area - 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.

Relevant Time Period - (1) The 12 months preceding the month in which the application is submitted; or (2) During 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.

Service Area - The geographic area identified in an approved grant application within which a grantee may provide Head Start services.

Verify - (or any variance of the word) To check or determine the correctness or truth by investigation or by reference.

Dissemination of Policy

The policy will be made available to all Head Start employees through the agency's website @ www.incacaa.org. The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.