


Performance Standard:	Part 1302.13 Program Operations	<h2 style="color: red; text-align: center;">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:	Eligibility, Recruitment, Selection, Enrolment and Attendance (ERSEA)	
Policy Council Approval Date:	10/17	
Governing Board Approval Date:	10/17	
Form:	Head Start/Early Head Start Application, Eligibility form	
Responsible:	ERESA Team - Area Supervisor/Family Engagement Coordinator, ERSEA Manager and Head Start Director	

Recruitment of Children

Purpose:

In order to reach those most in need of services, INCA develops and implements a recruitment process designed to actively inform all families with eligible children within Atoka, Johnston, Marshall and Murray counties in Oklahoma, and encourages and assist them in applying for admission to the program.

Procedure:

The process includes:

- INCA's efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care.
- INCA will utilize Area Supervisor/Family Engagement Supervisors, Center Support Staff, Head Start and Early Head Start parents, and community volunteers, to reach out, identify and recruit age and income eligible children with or without disabilities.
- Canvassing the local community, use of news releases, radio and social media and advertising, and use of family referrals and referrals from other public and private agencies.

Referrals

INCA networks with internal and external resources to obtain referrals.

- The program maintains a listing of recruitment activities that includes the names of community agencies, neighborhoods, churches and others.
 - The listing includes dates and specific recruitment activities implemented. E.g., copies of distribution fliers, PSA announcements, etc.
 - Listing of Locations of Flyers;
 - Door to door recruitment with maps
- Program staff implement the Recruitment of Children Plan as written (see Recruitment of Children Plan) and Recruitment Plan Checklist.

- Local Departments of Human Services collaborates with INCA to refer age and income eligible children for Head Start and Early Head Start.
- Parents will be asked to make referrals or provide lead.

Solicitation of Applications

During the recruitment process that occurs prior to the beginning of the enrollment year, INCA solicits applications from as many Head Start/Early Head Start eligible families within the recruitment area as possible.

- As needed, INCA assists families in filling out the Head Start/Early Head Start Application in order to ensure that all information needed for selection is completed.
- Assistance includes provision of translation services.
- The availability of program options is explained to parents via:
 - Staff-parent discussion,
 - Recruitment events,
 - Brochures,
 - Parent Orientation,
 - Enrollment telephone conversations,
 - And other means of communication (social media, etc.)
 - Notice to public school
- INCA will maintain a web site (incacaa.org) to assist in the recruitment effort and actively use social media.
- Direct contact will be made with local residents, churches and businesses.
- Local newspapers/publications will be solicited for coverage of Head Start/EHS activities and recruitment efforts.

Number of Applications Prior to Enrollment

INCA 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.

Maintaining Waiting List

- Specific areas within INCA service area may be targeted for recruitment depending on the centers need for age and income eligible families.
- Centers whose waiting list has been exhausted will be involved in recruitment efforts in the specific areas.
- Other centers with larger waiting list will recruit to fill and vacancies that occur.

Definitions

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 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), veteran's 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.