


<b>Performance Standard:</b>	Part 1302 Program Operations (ERSEA)	<h2 style="text-align: center; color: #800000;">INCA Community Services</h2> <h3 style="text-align: center;">Head Start &amp; Early Head Start Policies and Procedures</h3> <div style="text-align: center;">  </div>
<b>Sub Category:</b>	Part 1302.14 Selection	
<b>Policy Council Approval Date:</b>	2/18	
<b>Governing Board Approval Date:</b>	2/18	
<b>Responsible:</b>	ERSEA Team - Area Supervisor/Family Engagement Coordinator, ERSEA Manager, and HS/EHS Director	

## Selection of Children

### Policy

INCA establishes selection criteria annually for the prioritization of selection of participants.

### Selection Criteria Rules

- INCA annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in 1302.11(b), including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 *et seq.*) and, other relevant family or child risk factors
- When INCA operates in a service area where Head Start eligible children can enroll in high-quality publicly funded pre-kindergarten for a full school day, INCA prioritizes younger children as part of the selection criteria, unless this priority would disrupt partnerships with local education agencies, then it is not required.
- INCA does not deny enrollment based on a disability or chronic health condition or its severity.
- When INCA Community Services, Inc. serves migrant or seasonal families, it selects participants according to criteria in 1302.14 (a)(1), and give priority to children whose families can demonstrate they have relocated frequently within the past two-years to pursue agricultural work.

### Children Eligible for Services under IDEA

- INCA Community Services, Inc. must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.
- Then children eligible for services under IDEA are prioritized for the available slots with the INCA's selection criteria described below.

## Waiting List

- INCA develops at the beginning of each enrollment year and maintains during the year a waiting list that ranks children according to the INCA's selection criteria.
- The Waiting List is an ongoing part of the intake and record-keeping system to ensure vacancies are filled by the child with greatest demonstrated need in a timely manner.
- It is the responsibility of the Head Start/Early Head Start Director to identify a single point of contact to be responsible for administering the INCA's Waiting List.
  - The ERSEA manager oversee the Waiting List in the electronic record-keeping system.
- When a parent expresses an interest in enrolling their child, and there are no available enrollment opportunities, that child will be put on the Waiting List.
  - Area Supervisors/Family Engagement Coordinators process and maintain records of Head Start Application & Eligibility Verification forms.
  - The Waiting List is maintained in the electronic record-keeping system.
  - Area Supervisors/Family Engagement Coordinators send official communication to notify families placed on the Waiting List.
- When an enrollment opportunity becomes available, INCA offers it as quickly as possible to the child with the greatest need.
  - Families have the right to accept or decline the enrollment opportunity.
- The Waiting List is maintained for the current program year for which the application is received and is rolled over to the following program year.
  - Age and income eligibility is reviewed.
- The ERSEA manager monitors and provides assistance in the administration of the Waiting List.

## Selection Criteria for Priority Enrollment

- INCA as the grantee provides the base priority scores categories and criteria as approved by Policy Council. INCA may elect to add additional criteria which reflects a specific need in service area.
- Priority score criteria are derived from the results of the Community Assessment and its updates.
- Changes to the priority score are submitted to the Policy Council and Governing body for approval.
- Once changes are approved, corresponding documents are updated:
  - Head Start Application
  - Eligibility Verification Form
  - Selection Criteria for Priority Enrollment procedure (this policy); and
  - Priority scores are updated in the electronic tracking system.

## Selection Criteria for Priority Enrollment: 2017-2018

- 1. Age at enrollment?**
  - a. 4 years by Sept 1 (25 pt)
  - b. 3 years by Sept 1 (10 pt)
  - c. 0-3 years prior to Sept 1 (25 pt)
  - d. Pregnant (10 pt)
  - e. Previously enrolled in INCA EHS (50 pt)
- 2. Is child income eligible?**
  - a. Zero Income (60 pt)
  - b. At or below poverty level (50 pt)

- c. 100-110% above poverty (30 pt)
  - d. 110-120% above poverty (20 pt)
  - e. 120-130% above poverty (10 pt)
- 3. Does the child have a disability?**
- a. Diagnosed disability (40 pt)
  - b. Low developmental score or screening (20 pt)
  - c. Potential or suspected disability (behavioral or developmental concern) (20 pt)
- 4. What is the parental status of this family?**
- a. One parent household (20 pt)
  - b. Foster parent(s) (25 pt)
  - c. Grandparents raising grandchildren (20 pt)
- 5. Other social service needs.**
- a. Homeless/temporary housing (75 pt)
  - b. Family need/crisis (40 pt)
  - c. Referral from other agency/professional (must be documented) (30 pt)
  - d. High Risk Family (Incarceration, domestic violence, addiction, mental health needs) (35pt)
  - e. Serious child or family health problems (35 pt)
  - f. ESL-English (10 pt)
  - g. HUD/subsidy housing (10 pt)
- 6. Is the family receiving any of the following?**
- a. Food Stamps (10 pt)
  - b. SoonerCare (10 pt)
  - c. SSI (10 pt)
  - d. WIC (10 pt)
  - e. TANF (30 pt)

## 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), 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](http://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.