

Area:	Eligibility, Recruitment, Selection, Enrollment and Attendance
Subject:	EL07 – Recruitment and Enrollment of Children with Disabilities in EHS/RHS
Reference:	1308.5 (a)-(6)
Policy:	SCOE Head Start programs' outreach and recruitment activities will actively locate and recruit children with disabilities and will enroll children based on the policies governing Head Start.

Procedure:

1. To recruit children with disabilities into the Head Start program, the Recruitment and Selection Procedures for each program will be followed. Recruitment efforts target a minimum of ten percent (10%) enrollment for children with disabilities.
2. At the time of application the designated staff verify that disabilities are documented by:
 - a. Special Education Local Plan Area (SELPA).
 - b. Modesto City Schools SELPA
 - c. Regional Center for Early Head Start; or
 - d. Other professional diagnosis/reports/referrals
3. Designated staff will enter IFSP/IEP information into the COPA data base.
4. If a child has not been identified with a disability, but parent expresses concern, then suspected disability will be entered in COPA. The Disabilities Supervisor will review the child's documentation and provide support as needed. Parent's input will also be considered when screening the child for the need for further assessment.
5. For EHS/RHS programs only, no later than June 5, the Disabilities Supervisor will meet with Delegate and Directly Operated Directors to provide consultation for enrollment of children with disabilities. Families will complete an application and children will be selected by utilizing the approved Head Start Recruitment, Prioritization and Selection Procedures.
6. When considering enrolling a child with an IFSP/IEP (other than speech and language), a child success team (CST) meeting will be held with parents, Site Supervisor and/or Disabilities Supervisor, to determine any accommodations and/or adaptations necessary for full inclusion.
7. For EHS/RHS programs only: When the next child on the waitlist is a child with a disability, a request to release the child for enrollment will be submitted to the Disabilities Supervisor.
8. For EHS/RHS programs: The Disabilities Supervisor will consider the child's needs and classroom composition when determining approval for enrollment. If approved, the Disabilities Supervisor will release the child in COPA for enrollment.
9. For MSHS Direct Op: Program Supervisors will consider the child's need when determining approval for enrollment in classroom or Family Child Care Home. Additional consultation will be provided as needed by MSHS Disabilities Supervisor, to determine any accommodations and/or adaptations necessary for full inclusion.

Supervised by: Director II

Performed by: Family Service Worker, Disabilities Supervisor (RHS/EHS), Head Start Staff , Program Supervisors/Coordinators (MSHS)

Forms needed: Application, COPA Waiting List

Frequency: Ongoing