

Area:	Eligibility, Recruitment, Selection, Enrollment, and Attendance
Subject:	EL10 – Eligibility, Recruitment, Selection & Enrollment Procedure
Reference:	1305.4, 1305.5, 1305.6, 1305.7, 1308.5 (a-f)
Policy:	SCOE Head Start Programs will implement a selection process that is consistent with the performance standards.

Procedure:

1. Program staff will utilize the recruitment, prioritizing and selection procedure approved by the Policy Council when enrolling children into the Head Start Programs. Programs may utilize additional priority criteria if approved by their Policy Committees.
2. Recruitment efforts will result in families contacting either a Head Start Central Office or a Head Start center directly to make an appointment to complete a Child/Family Services Head Start Application. Calls coming into a Central Office will be referred to the appropriate Head Start site.
3. The application information will be added to the wait list by entering it into the electronic data base.
4. When a parent/guardian expresses during the application process that his/her child has special needs;
 - The program staff will verify the disability status of a child by obtaining a current Individual Family Service Plan (IFSP) for infants/toddlers 0-36 months or Individualized Education Program (IEP) for children over age three years. Note: An IFSP expires on the child's 3rd birthday regardless of the date written.
 - If there is a current IFSP/IEP, program staff will indicate in the electronic data base Child Application that the child has a "Certified IFSP" or "Certified IEP"
 - If a child has not been certified with a disability but is in the process of evaluation, a parent expresses concerns about their child's development, or the parent has yet to bring a copy of the IEP/IFSP staff will indicate in the electronic data base Child Application that the child has a "Suspected Disability".
5. Health staff will review medical information to ensure all Immunization documentation is up to date and complete.
6. Program staff will submit the application along with eligibility documentation to the appropriate manager. Management staff will review the application and the eligibility information, which will be attached. If the application is complete and the child is eligible to participate in the program, the management staff will sign the application and place the child on the electronic data base eligible accepted list. If the application is not complete, it will be returned to the appropriate staff person for needed correction.
7. Management staff will develop the remaining class list by placing children with the highest priority on the electronic data base pre-enrolled list.
8. As openings occur during the year, management staff will utilize the electronic data base eligible accepted list to determine the next child with the highest priority to be served.
9. Within two days of the request, the grantee Disabilities Supervisor will review the child's information and determine if the placement is appropriate for the child. If appropriate the Disabilities Supervisor will place the child on the electronic data base pre-enrolled list. Supervisor will contact the family to determine the specific needs of

the child on an IFSP/IEP and decide whether a Child Success Team (CST) Meeting will be needed prior to the first day of attendance.

Supervised by: Director

Performed by: Family Service Worker, Disabilities Supervisor, Child Development Supervisor

Forms needed: CFS Application

Frequency: Ongoing