

Area:	Eligibility, Recruitment, Selection, Enrollment, and Attendance
Subject:	E11 – State/Head Start Collaboration Programs Enrollment Procedure
Reference:	Title 5 Sections 18081-18107, 18131.1, Funding Terms and Conditions, Head Start Performance Standards 1305.4 (a-e)
Policy:	Families shall be enrolled in the State/Head Start Collaboration programs according to the Head Start admission priorities, after priority has been given to children receiving child protective services or who have been identified as being at risk of abuse, neglect, or exploitation. A vacancy in the program shall be filled within ten (10) calendar days. For centers operating within Stanislaus County, in addition to the standard practices used for Head Start recruitment, StanWait will also be utilized.

Procedure:**Stanislaus County Recruitment**

- Drop-in applicant will complete a Head Start and StanWait application.
- Family Service Worker will pull StanWait Contact List and COPA Eligible/Accepted Children List (Report 231) on the third business day of each month.
- Family Service Worker will analyze the StanWait and COPA list.
- Children with/without Head Start applications will be identified by comparing the StanWait and COPA lists.
- Parents/Guardians who previously stated they were not interested in the program will be identified by reviewing the notes on StanWait.
- Family Service Worker will contact parents that do not have a Head Start application on file to determine their interest in the program.
 - Not interested – Family Service Worker will add a note in StanWait
 - Interested in future full-day openings – Parent completes Head Start application with Family Service Worker. Also, for collaboration programs, Family Service Worker verifies that past 30 day income matches information on StanWait. Parent updates income on StanWait, if needed.
 - Interested in future part-day openings – Parent completes Head Start application with Family Service Worker. Family Service Worker forwards application to appropriate part-day site.
- Family Service Worker will maintain documentation in the recruitment binder.
- Note: In COPA, Special Circumstance 1 must be selected for CPS and At-Risk children.

Enrollment

- Child Development Supervisor or designee will notify the Family Service Worker when a vacancy occurs. The Child Care Specialist will also be notified.
- Family Service Worker will pull a COPA Eligible/Accepted Children List (Report 231).
- Family Service Worker will analyze the CEL and COPA list.
- Family Service Worker will contact families by telephone to see if they are still interested. For collaboration programs. Family Service Worker will also verbally verify their income eligibility for the State program.

- State Program Eligible-Family Service Worker and Child Care Specialist will work together to schedule a pre-registration appointment for the parent/guardian.
- Not Eligible for State Program-Family Service Worker asks the supervisor if the child may be enrolled as Head Start only.
 - If no: Family Service Worker informs parent/guardian they need to update their information on StanWait.
 - If yes: Family Service Worker informs CCS that the child will be Head Start only. CCS enters HS only child into CenterTrack as a non-certified child.
- Child Care Specialist will conduct a pre-registration appointment that includes a review of the program process and procedures, and the certification process. Enrollment packet shall be reviewed. An enrollment appointment to return the packet will be scheduled to occur one week.
 - Child Care Specialist shall review and verify all contents of the State basic data file to determine eligibility. Family data shall be entered into CenterTrack and needed signatures obtained.
- Child Development Supervisor will notify Family Service Worker when the child has been approved to enroll. The Child Care Specialist will also be notified.
- Child Care Specialist will submit a copy of the Notice of Action and Need Verification to the Family Service Worker prior to the child's enrollment date.
- Family Service Worker will schedule a time for the appropriate State/Head Start staff to meet with the parent to conduct a State/Head Start enrollment orientation at the center.
- Child starts services one (1) day after the center orientation is held.
- Child Care Specialist will monitor the family's State changes. Copies of all NOA's and need documentation shall be placed in the Center's internal mail box. Contact with family will be recorded in the note section of CenterTrack.
- Family Service Worker will maintain all family Head Start documentation and the Child Care Specialist will maintain all family State documentation.
- Family Service Worker updates families' waiting list information, including attempts to contact each family and the outcome of each child's status up to the final enrolled child for the current enrollment period. Waiting list documentation shall be maintained chronologically in the program enrollment binder.

Supervised by: Child Development Supervisor, Coordinator of Early Childhood Programs

Performed by: Child Care Specialist, Family Service Worker, Health Staff

Forms needed: StanWait Contact List, COPA Eligible/Accepted Children List (Report 231), CD9600, CD9600A, NOA, Income Worksheet, Family Needs Questionnaire, Employment Verification, Training Verification, Statement of Incapacity, Homeless Declaration, Child Health and Emergency Information (LIC 700), Health Questionnaire, CPS or At Risk written referral, Declaration of Parent Fee Responsibility, Head Start Application

Frequency: Ongoing