

**Area:** Eligibility, Recruitment, Selection, Enrollment, and Attendance

**Subject:** EL18 – Homelessness Need

**Reference:** Title 5 Section 18091, Funding Terms and Conditions I.C and I.N  
Head Start Performance Standard 1306.32 (d)(1) and 3

**Policy:** If the basis of need for child care is homelessness, the file must contain a written referral from an emergency shelter or other legal, medical or social service agency; or a Self-Identification of Current Residency form. Seeking permanent housing is limited to sixty (60) working days during the fiscal year. Service is limited to an average not to exceed five (5) days per week for an average of less than 30 hours per week.

**Procedure:**

1. Parent/Guardian submits a written referral from an emergency shelter or other legal, medical or social service agency; or completes a Self-Identification of Current Residency form.
2. Agency Representative reviews the documentation for accuracy and as needed contacts the referring agency for additional information or verification. All contacts with the referring agency shall be documented on a blank piece of paper and attached to the referral letter.
3. Agency Representative will work with the family to determine a reasonable number of hours per day to seek permanent housing for family stability. A Request to Seek Permanent Housing form will be completed with the family.
4. Agency Representative submits documentation to the Coordinator of Early Childhood Programs for approval.
5. For State Programs - Child Care Specialist I enters and tracks the homelessness information in the need section of the electronic database. Seeking permanent housing is limited to sixty (60) working days during the fiscal year. Service is limited to an average not to exceed five (5) days per week for an average of less than 30 hours per week. If the parent/guardian does not expect to secure housing prior to the end of the 60 day period they may request an extension for up to 20 additional days.

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

**Performed by:** Child Care Specialist I, Family Service Worker

**Forms needed:** Self-Identification of Current Residency Form; Request to Seek Permanent Housing

**Frequency:** Ongoing