

Area:	Eligibility, Recruitment, Selection, Enrollment and Attendance
Subject:	EL21 - Enrollment of Near Low-Income Families
Reference:	Improving Head Start for School Readiness Act 2007
Policy:	If approved by the Grantee office, programs may serve up to 35% of enrolled children within service area whose families have incomes below 130% of the Federal Poverty Guidelines.

Procedure:

Programs that are unable to meet their funded enrollment and have conducted extensive recruitment including community needs assessment and outreach, may submit a request to the Grantee to serve "Near low income" families (incomes below 130% of the federal poverty guidelines).

1. Requesting Agency will compile the following data: Community Assessment (demographics/identified program needs), COPA 800 Eligibility Report (currently enrolled), COPA 231 Eligible/Accepted Children Report (Waiting List), and documentation of extensive recruitment efforts.
2. Requesting Agency will analyze data and provide the rationale to serve "near low income" families which summarizes the data or reports listed in step one (demographics/recruitment/identified needs) on the form titled: "Request to Enroll Near Low-Income Families."
3. The Grantee will review the request and all supporting documentation including the Current Year and Prior Year Enrollment per End of Month Enrollment (EOM) Report.
4. A letter indicating approval/disapproval will be given based on data supporting identified needs of families in program's service area. A copy will be given to the designated team leader.
5. If approved, the agency must submit the following reports to the Grantee on a monthly basis by the 10th.
 - a. COPA Report # 800 Eligibility Report (filtered by currently enrolled)
 - b. COPA Report # 231 Eligible/Accepted Children Report (customized for income status and IEP status)
6. Request to Enroll Near Low-Income Families, Response Letter from Grantee, and COPA Reports will be filed in the Delegate's contract binder with Attendance/Enrollment Reports.

Supervised by:	Director II's
Performed by:	Delegate Director, Coordinator of Early Childhood Programs
Forms needed:	Request to Enroll Near Low-Income Families
Frequency:	As needed each program year