

PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT AND ATTENDANCE

PERFORMANCE CITATION	STRATEGY	TIME FRAME	DOCUMENTATION
<p>§ 1305.3 Determining community strengths and needs.</p> <p>1305.3(a) Each Early Head Start grantee and Head Start grantee must identify its proposed service area in its Head Start grant application and define it by county or sub-county area, such as a municipality, town or census tract or a federally-recognized Indian reservation. With regard to Indian Tribes, the service area may include areas designated as near-reservation by the Bureau of Indian Affairs (BIA) or, in the absence of such a designation, a Tribe may propose to define its service area to include nearby areas where Indian children and families native to the reservation reside, provided that the service area is approved by the Tribe's governing council. Where the service area of a Tribe includes a non-reservation area, and that area is also served by another Head Start grantee, the Tribe will be authorized to serve children from families native to the reservation residing in the non-reservation area as well as children from families residing on the reservation.</p>	<p>1. Service areas are identified in the Grantee's annual grant application submitted to the Office of Head Start and justified by the analysis of community assessment data.</p> <ul style="list-style-type: none"> Identified service areas are reviewed and approved by the Policy Council. 	<p>Annually based on updates</p> <p>Prior to grant submission</p>	<p>Community Assessment</p> <p>Grant Application Policy Council Agenda Policy Council Meeting Minutes</p>
<p>1305.3(b) The grantee's service area must be approved, in writing, by the responsible HHS official in order to assure that the service area is of reasonable size and, except in situations where a near-reservation designation or other expanded service area has been approved for a Tribe, does not overlap with that of other Head Start grantees.</p>	<p>1. HHS approves the service areas identified in the Grantee's annual grant application through the Notice of Award.</p>	<p>By August – Head Start/Early Head Start</p> <p>By February – Migrant and Seasonal Head Start</p>	<p>Notice of Award</p>
<p>1305.3(c) Each Early Head Start and Head Start grantee must conduct a Community Assessment within its service area once every three years. The Community Assessment must include the collection and analysis of the following information about the grantee's Early Head Start or Head Start area:</p>	<p>1. Grantee develops community assessment process, identifies, and collects the primary external community and internal program data indicators to be utilized.</p> <ul style="list-style-type: none"> Data and community assessment format is sent to Grantee Operated and Delegate agencies. Grantee Operated and Delegate agencies are responsible to analyze data and draft 	<p>Full Community Assessment is completed prior to Year 1 of the Head Start grant application.</p> <p>Updated Community Assessment is completed the following two years.</p>	<p>Community Assessment Data Matrix</p> <p>Delegate, Grantee Operated, and Grantee Community Assessment</p>

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	<p>Community Assessment narrative. Additional data may be collected and/or removed based on their analysis. Community Assessment will include narrative that 1) discusses the agency's data analysis and identification of significant changes and priorities, and 2) conclusions based on the data analysis, including trends, projections, and potential impact/effect on their program.</p> <ul style="list-style-type: none"> • Delegate agencies and Grantee Operated program submit final Community Assessment to the Grantee. • Grantee analyzes all Community Assessments and drafts Grantee Community Assessment. • The community assessment will address the following: 		
1305.3(c)(1) The demographic make-up of Head Start eligible children and families, including their estimated number, geographic location, and racial and ethnic composition;	1. Grantee collects data for each local area as identified in the Community Assessment Data Matrix.	Annually	Community Assessment Data Matrix
1305.3(c)(2) Other child development and child care programs that are serving Head Start eligible children, including publicly funded State and local preschool programs, and the approximate number of Head Start eligible children served by each;	1. Grantee collects data for each local area as identified in the Community Assessment Data Matrix.	Annually	Community Assessment Matrix
1305.3(c)(3) The estimated number of children with disabilities four years old or younger, including types of disabilities and relevant services and resources provided to these children by community agencies;	1. Grantee collects data for each local area as identified in the Community Assessment Data Matrix.	Annually	Community Assessment Data Matrix
1305.3(c)(4)			

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Data regarding the education, health, nutrition and social service needs of Head Start eligible children and their families;	1. Grantee collects data for each local area as identified in the Community Assessment Data Matrix.	Annually	Community Assessment Data Matrix
1305.3(c)(5) The education, health, nutrition and social service needs of Head Start eligible children and their families as defined by families of Head Start eligible children and by institutions in the community that serve young children;	1. Grantee Operated and Delegate agency staff will complete a family assessment (ROMA) of all enrolled families to determine individual needs. 2. Grantee Operated and Delegate agencies will distribute, gather, and analyze parent surveys to determine whether the program met the family's needs in the following areas: <ul style="list-style-type: none"> • Education • Health • Nutrition • Social Services 3. Designated delegate staff will share with the Health and Disability Advisory Committee current Public Health's Community Health Reports for each individual county. Information from the reports will be used to identify the needs of families in each community and develop strategies to address those needs. 4. Grantee Operated and Delegate agency staff will summarize data and submit information to the Grantee for incorporation into the Grantee Community Assessment. 5. Grantee staff will review and compile.	MSHS/MEHS- Within 7 weeks of first day of enrollment & RHS/EHS- Within 10 weeks of first day of enrollment Prior to exiting program Beginning of each program year as identified in Program Service Plan	Health & Disability Advisory Committee Meeting Minutes Health & Disability Advisory Sign In Sheets Public Health Community Reports Community Assessment
1305.3(c)(6) Resources in the community that could be used to address the needs of Head Start eligible children and their families, including assessments of their availability and accessibility.	1. Grantee Operated and Delegate agencies assess local community resources and determine availability and accessibility for families served.	Annually	Community Resource List Community Assessment

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	and make changes as feasible. 3. Program options are reviewed and approved by the Policy Committee/Council.	Annually	Policy Committee/Council Agenda and Minutes
1305.3(d)(3) Determine the recruitment area that will be served by the grantee, if limitations in the amount of resources make it impossible to serve the entire service area.	1. Grantee Operated and Delegate agencies will identify recruitment areas based on analysis of Community Assessment data. In the event recruitment area conflict, Grantee will facilitate resolution and agreement between agencies.	Annually	Community Assessment Grant Application Program Service Plan
1305.3(d)(4) If there are delegate agencies, determine the recruitment area that will be served by the grantee and the recruitment area that will be served by each delegate agency.	1. Recruitment and service areas are reviewed and approved by the Policy Committee/Council.	Annually	Policy Committee/Council Agenda and Minutes
1305.3(d)(5) Determine appropriate locations for centers and the areas to be served by home-based programs; and	1. Grantee Operated and Delegate agencies will determine locations of centers, home-based, and family child care homes, based on analysis of Community Assessment data.	Annually	Community Assessment Program Service Plan
	2. Grantee will identify center locations, family child care homes, and home- based options in the Grant Application.	Annually	Grant Application
1305.3(d)(6) Set criteria that define the types of children and families who will be given priority for recruitment and selection. (The information collection requirements are approved by the Office of Management and Budget (OMB) under OMB Control Number 0970-0124 for paragraphs (b) and (d).)	1. Based on analysis of Community Assessment, the Grantee will define the priority for recruitment and selection of children and families in alignment with Head Start	Annually	Community Assessment
	Performance Standards: <ul style="list-style-type: none"> Foster child Homeless family Income eligibility (including public assistance recipients) Age of child Disability status of child Family's pursuit of agricultural work, requiring relocation 		

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	2. Delegate agencies and grantee operated programs have the ability to propose additional local priorities for recruitment and selection of children within their service area. <ul style="list-style-type: none"> Agency will submit proposed local priorities to Grantee for review and approval prior to submission to Policy Council 3. Policy Committee/Council and Governing Board will review and approve the priority for recruitment and selection of children and families.	As needed Annually	Proposed Policies and Procedures for Recruitment, Prioritization, Selection and Enrollment Policy Council Minutes Approved Policies and Procedures for Recruitment, Prioritization, Selection and Enrollment
1305.3(e) In each of the two years following completion of the Community Assessment the grantee must conduct a review to determine whether there have been significant changes in the information described in paragraph (b) of this section. If so, the Community Assessment must be updated and the decisions described in paragraph (c) of this section must be reconsidered.	1. In year 2 and 3 of the refunding year application cycle, staff will update program and community data. 2. Staff will gather, organize, and analyze Community Assessment data. Data will be utilized into a program planning process to determine if program changes are necessary.	In the two years following the full Community Assessment	Community Assessment Update
1305.3(f) The recruitment area must include the entire service area, unless the resources available to the Head Start grantee are inadequate to serve the entire service area.	1. Grantee will analyze community assessment data and determine appropriate service and recruitment area for each agency.	Annually	Community Assessment Grant Application
1305.3(g) In determining the recruitment area when it does not include the entire service area, the grantee must:			

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1305.3(g)(1) Select an area or areas that are among those having the greatest need for Early Head Start or Head Start services as determined by the Community Assessment; and	1. Grantee will analyze Community Assessment Data and determine appropriate service and recruitment area for each program to address the areas that have the greatest need for services.	Annually	Community Assessment Grant Application
1305.3(g)(2) Include as many Head Start eligible children as possible within the recruitment area, so that: <ul style="list-style-type: none"> (i) The greatest number of Head Start eligible children can be recruited and have an opportunity to be considered for selection and enrollment in the Head Start program, and (ii) The Head Start program can enroll the children and families with the greatest need for its services. 	1. Grantee will analyze Community Assessment Data and determine appropriate service/recruitment area for each program ensuring greatest number of Head Start eligible children have an opportunity to be considered for selection and enrollment.	Annually	Community Assessment Grant Application
§ 1305.4 Determining, verifying, and documenting eligibility 1305.4 (a) Process Overview			
(1) Program staff must: <ul style="list-style-type: none"> (i) conduct an in-person interview with each family, unless paragraph (a)(2) of this section applies; (ii) verify information as required in paragraphs (h)-(j) of this section; and, (iii) create an eligibility determination record for each enrolled participant according to paragraph (l) of this section. 	1. Grantee Operated and Delegate agency staff will complete an in person or telephone interview to complete the application. To meet the individual needs of the family, paper applications may be completed. (In the family home, at family job site)	At the time of application	Application
	2. Grantee Operated and Delegate agency staff will indicate on the application document whether the application was completed in person or by telephone.	At the time of application	Application
(2) Program staff may interview the family over the telephone if an in-person interview is not possible. In addition to meeting the criteria provided in paragraph (a)(1) of this section, program staff must note in the eligibility determination record reasons why the in-person interview was not possible.	3. Grantee Operated and Delegate agency staff will note reason why the in-person interview was not possible.	At the time of application	Application

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1305.4 (b) Age eligibility requirements. (1) For Early Head Start, except when the child is transitioning to Head Start, a child must be an infant or a toddler younger than three years old. A pregnant woman may be any age. (2) For Head Start, a child must: (i) be at least three years old; or, (ii) turn three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located; and, (iii) not be older than compulsory school age. (3) For Migrant or Seasonal Head Start, a child must be younger than compulsory school age by the date used to determine public school eligibility for the community in which the program is located.	<ol style="list-style-type: none"> 1. Grantee Operated and Delegate agency staff will verify the child's birth date by reviewing (examples; birth certificate, hospital certificate, letter from community based services and/or health department immunization card). <ul style="list-style-type: none"> Documents used to verify age eligibility must be kept in the child's file. In the event a family does not have the necessary documents, staff will support family in retrieving records. Lack of documents will not be a barrier for enrolling children. 	At the time of application	Application Document used to verify child's age
1305.4 (c) Income eligibility requirements. (1) A pregnant woman or a child is eligible, if: (i) the family's income is equal to or below the poverty line; or, (ii) the family is eligible or, in the absence of child care, would be potentially eligible for public assistance. (2) If the family's income is above the poverty line, a program may enroll a pregnant woman or a child who would benefit from services. These participants can only make up to 10 percent of a program's enrollment in accordance with with (d).	<ol style="list-style-type: none"> 1. Staff will gather income verification from the family for the relevant time period. In addition, for MSHS/MEHS programs refer to 1305.4(d) 2. Staff will complete an Income Calculation and Family Size Worksheet (RHS/EHS) or a Migrant Program Income Worksheet and Verification (MSHS/MEHS). 3. Programs must keep eligibility determination records for each family in the child's file. Including but not limited to: <ul style="list-style-type: none"> W-2s Pay stubs, or pay envelopes Written Statements from employers Documentation showing current status as recipients of public assistance (TANF/SSI) 	At time of application At time of application At time of application	Application Income Calculation & Family Size Worksheet Migrant Program Income Worksheet and Verification Form Documents used to verify income eligibility Parent Guardian Consent for Release of Information Form Self-Certification of Income Form

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	<ul style="list-style-type: none"> Self-Certification of Income (Must Describe efforts made to verify income) Parent Guardian Consent for Release of Information (If Applicable) Income Calculation/Family Size (RHS/EHS) Certification of Income Verification (MSHS/MEHS) Other documents that are deemed necessary for eligibility (Including documents used to verify age) <p>4. Staff will use the current Office of Head Start (OHS) family income guidelines to determine if the family is income eligible.</p>	At time of application	OHS Income Guidelines
<p>1305.4 (d) <u>Additional allowances for programs.</u> (1) A program may enroll an additional 35 percent of participants whose families are neither income nor categorically eligible and whose family incomes are below 130 percent of the poverty line, if the program: (i) establishes and implements outreach, and enrollment policies and procedures to ensure it is meeting the needs of income or categorically eligible pregnant women, children, and children with disabilities, before serving ineligible pregnant women or children; and, (ii) establishes criteria that ensure eligible pregnant women and children are served first.</p> <p>(2) If a program chooses to enroll participants, who are neither income nor categorically eligible, and whose family incomes are between 100 and 130 percent of the poverty line, it must be able to report to the Head Start Regional Program Office: (i) how it is meeting the needs of low-income families or families potentially eligible for public assistance, homeless children, and children in foster care, and include local demographic data on these populations; (ii) outreach and enrollment policies and</p>	<p>1. 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 (income below 130% of federal poverty guidelines).</p> <p>2. Agencies serving children from families whose income falls within 100% - 130% of federal poverty level will report annually to the Grantee</p>	<p>As needed throughout program year</p> <p>Annually</p>	<p>Request to Enroll Near-Low Income Families</p> <p>Request to Enroll Near-Low Income Families Annual Reports</p>

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<p>procedures that ensure it is meeting the needs of income eligible or categorically eligible children or pregnant women, before serving over-income children or pregnant women;</p> <p>(iii) efforts, including outreach, to be fully enrolled with income eligible or categorically eligible pregnant women or children;</p> <p>(iv) policies, procedures, and selection criteria it uses to serve eligible children;</p> <p>(v) its current enrollment and its enrollment for the previous year;</p> <p>(vi) the number of pregnant women and children served, disaggregated by whether they are either income or categorically eligible or meet the over-income requirements of paragraph (c)(2) of this section; and,</p> <p>(vii) the eligibility criteria category of each child on the program's waiting list.</p>			
<p>1305.4</p> <p>(f) <u>Categorical eligibility requirements.</u></p> <p>(1) A family is categorically eligible for Head Start, if:</p> <p>(i) the child is homeless, as defined in §1305.2; or,</p> <p>(ii) the child is in foster care, as defined in §1305.2.</p> <p>(2) If a program determines a child is categorically eligible under (1)(i) in this paragraph, it must allow the child to attend a Head Start program, without immunization and other medical records, proof of residency, birth certificates, or other documents. The program must give the family reasonable time to present these documents.</p>	<p>1. Grantee Operated and Delegate agency staff will verify if the child meets the categorical eligibility requirements; foster or homeless.</p> <p>2. If the child is homeless staff will complete the Self-Identification of Current Residency Form which complies with the McKinney Vento Homeless Assistance Act.</p> <p>3. Staff will describe efforts made to verify the child is homeless and will describe the child's living situation and the specific condition under the homeless definition.</p> <p>4. If the child is in foster care (which is a 24 hour substitute care for children placed away from their parents or guardians and for whom the state has placement and care responsibility) staff will verify through a court order or other legal document or a written statement from a child welfare official.</p>	<p>At time of application</p> <p>At time of application</p> <p>At time of application</p> <p>At time of application</p>	<p>Application Documents used to verify categorical eligibility</p> <p>Self-Identification of Current Residency Form</p> <p>Self-Identification of Current Residency Form</p> <p>At time of application</p>

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1305.4 (g) <u>Migrant or Seasonal eligibility requirements.</u> A child is eligible for Migrant or Seasonal Head Start, if: <ol style="list-style-type: none"> (1) the family meets an income eligibility requirement in paragraph (c); or (2) the family meets a categorical requirement in paragraph (f); and (3) the family's income comes primarily from agricultural work. 	1. Grantee Operated and Delegate agency staff will gather documents used to verify the family's current status of residence (migratory move) and agricultural work as the primary income.	At time of application	Application Documents used to verify migratory move Documents used to verify agricultural work as primary source of income Migrant Program Income Worksheet and Verification
	2. Staff will complete a Migrant Program Income Worksheet and Verification	At time of application	Migrant Program Income Worksheet and Verification
	3. Agricultural income must be reviewed annually to ensure it remains the primary source of income.	Annually	Application Documents used to verify agricultural work as primary source of income Migrant Program Income Worksheet and Verification
	4. Grantee Operated and Delegate agency staff will verify if the child meets the categorical eligibility requirements; foster or homeless.	At time of application	Application Documents used to verify categorical eligibility
1305.4 (h) <u>Verifying age.</u> Program staff must verify a child's age according to program policies and procedures. A program's policies and procedures cannot require staff to collect documents that confirm a child's age, if doing so creates a barrier for the family to enroll the child.	1. Grantee Operated and Delegate agency staff will verify the child's birth date by reviewing (examples; birth certificate, hospital certificate, letter from community based services and/or health department immunization card). <ul style="list-style-type: none"> • Documents used to verify age eligibility must be kept in the child's file. • In the event a family does not have the 	At the time of application	Application Document used to verify child's age

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	<p>necessary documents, staff will support family in retrieving records.</p> <ul style="list-style-type: none"> Lack of documents will not be a barrier for enrolling children. 		
<p>1305.4 (i) <u>Verifying income.</u> (1) If the family can provide all W-2 forms, pay stubs, or pay envelopes for the relevant time period, program staff must: (i) Use all family income for the relevant time period to determine eligibility according to income guidelines; (ii) state the family income for the relevant time period; and (iii) state whether the pregnant woman or child qualifies as low-income.</p>	<p>1. Staff will gather income verification from the family for the relevant time period: • Last 12 months preceding the month in which application is taken, or • Last calendar year, whichever more accurately reflects the family's current situation. In addition, for MSHS/MEHS programs refer to 1305.4(d)</p>	At time of application	Application
<p>(2) If the family cannot provide all W-2 forms, pay stubs, or pay envelopes for the relevant time period, program staff may accept written statements from employers for the relevant time period and use information provided to calculate total annual income with appropriate multipliers.</p> <p>(3) If the family reports no income for the relevant time period, a program may: (i) accept the family's signed declaration to that effect, if program staff: (A) describes efforts made to verify the family's income; and, (B) explains how the family's total income was calculated; or, (ii) seeks information from third parties about the family's eligibility, if the family gives written consent. If a family gives consent to contact third parties, program staff must adhere to program safety and privacy policies and procedures and ensure the eligibility</p>	<p>2. Staff will complete an Income Calculation and Family Size Worksheet (RHS/EHS) or a Migrant Program Income Worksheet and Verification (MSHS/MEHS).</p> <p>3. Programs must keep eligibility determination records for each family in the child's file. Including but not limited to: • Any U.S. Federal tax form • W-2s • Pay stubs, or pay envelopes • Written Statements from employers • Documentation showing current status as recipients of public assistance (TANF/SSI) • Self-Certification of Income (Must Describe efforts made to verify income) • Parent Guardian Consent for Release of Information (If Applicable)</p>	<p>At time of application</p> <p>At time of application</p>	<p>Income Calculation & Family Size Worksheet Migrant Program Income Worksheet and Verification Form Documents used to verify income eligibility</p> <p>Parent Guardian Consent for Release of Information Form Self-Certification of Income Form</p>

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determination record adheres to paragraph (l)(2)(ii)(C) in this section.	<ul style="list-style-type: none"> Income Calculation/Family Size (RHS/EHS) Certification of Income Verification (MSHS/MEHS) Other documents that are deemed necessary for eligibility (Including documents used to verify age) 		
(4) If a child moves from an Early Head Start program to a Head Start program, program staff must verify the family's income again.			
(5) If the family can demonstrate a significant change in income for the relevant time period, program staff may consider current income circumstances.	<p>4. Staff will use the current Office of Head Start (OHS) family income guidelines to determine if the family is income eligible.</p> <p>5. Grantee Operated and Delegate management staff will review, approve, and sign completed application.</p>	<p>At time of application</p> <p>Prior to child's enrollment</p>	<p>OHS Income Guidelines</p> <p>Application</p>
	6. Staff will gather appropriate income documents for the last twelve months preceding the month in which application or re-application is made or the last calendar year, whichever more accurately reflects the family's current needs.	At time of application	Income Calculation/Family Size (RHS/EHS) Migrant Program Income Worksheet and Verification (MSHS/MEHS) Copies of all documents used to verify eligibility
<p>1305.4</p> <p>(j) <u>Verifying categorical eligibility.</u></p> <p>(1) A family can prove categorical eligibility, with:</p> <p>(i) a written statement from a homeless services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency,</p> <p>(ii) a declaration, information gathered on enrollment or application forms, or notes from</p>	<p>1. Grantee Operated and Delegate agency staff will verify if the child meets the categorical eligibility requirements; foster or homeless.</p> <p>2. If the child is homeless staff will complete the Self-Identification of Current Residency Form which complies with the McKinney Vento Homeless Assistance Act.</p> <p>3. Staff will describe efforts made to verify the child is homeless and will describe the child's living situation and the specific condition under the homeless definition.</p>	<p>At time of application</p> <p>At time of application</p> <p>At time of application</p>	<p>Application Documents used to verify categorical eligibility</p> <p>Self-Identification of Current Residency Form</p> <p>Self-Identification of Current Residency Form</p>

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<p>an interview with staff to establish the child is homeless, as defined in §1305.2 or,</p> <p>(iii) any other document that establishes categorical eligibility.</p> <p>(2) If a family can provide one of documents described in (j)(1), program staff must:</p> <p>(i) describe efforts made to verify the accuracy of the information provided; and,</p> <p>(ii) state whether the family is categorically eligible.</p> <p>(3) If a family cannot provide one of the documents described in (j)(1) to prove the child is homeless, a program may accept the family's signed declaration to that effect, if, in a written statement, program staff:</p> <p>(i) describes the efforts made to verify that a child is homeless, as defined in §1305.2; and,</p> <p>(ii) describes the child's living situation, including the specific condition described in §1305.2 under which the child was determined to be homeless.</p> <p>(4) Program staff may seek information from third parties who have first-hand knowledge about a family's categorical eligibility, if the family gives consent. If the family gives consent to contact third parties, program staff must adhere to program safety and privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (l) (2)(ii)(C) in this section.</p>	<p>4. If the child is in foster care (which is a 24 hour substitute care for children placed away from their parents or guardians and for whom the state has placement and care responsibility) staff will verify through a court order or other legal document or a written statement from a child welfare official.</p>	<p>At time of application</p>	<p>Documents used to verify foster placement</p>
<p>1305.4</p> <p>(k) Eligibility duration.</p> <p>(1) If a child is determined eligible under this section and is participating in a Head Start program, he or she will remain eligible through the end of the succeeding program year.</p> <p>(2) If a program operates both an Early Head Start and a Head Start program, and the parents wish to</p>	<p>1. Grantee Operated and Delegate staff will complete child application for each program year.</p> <p>2. Grantee Operated and Delegate staff will gather necessary eligibility information for the first year that a child will be enrolled in a</p>	<p>At time of application</p> <p>At time of application</p>	<p>Application</p> <p>Application</p>

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enroll their child who has been enrolled in the program's Early Head Start, the program must ensure, whenever possible, the child receives Head Start services until enrolled in school.	<p>program. If the child is a re-enrollee it is not necessary to update income documentation unless:</p> <ul style="list-style-type: none"> The child was enrolled in Early Head Start program and is now enrolling in a Head Start program An EHS or RHS child is enrolling in a Migrant Seasonal Head Start or Migrant Early Head Start program Child is enrolling in third year of Head Start There is a break in services (Ex. child drops from the program prior to the program year ending) 		
	3. Grantee Operated and Delegate staff must review/verify migratory move and agricultural income documentation annually to ensure that the family meets the requirement for the MSHS/MEHS programs.	Annually	Application Income Calculation & Family Size Worksheet Migrant Program Income Worksheet and Verification Form Documents used to verify income eligibility
	4. Grantee Operated and Delegate agency staff will follow the approved ERSEA Policy when prioritizing for enrollment.	At time of selection	Approved ERSEA Policy Eligible/Accepted Children Report
1305.4 (I) <u>Records.</u> (1) A program must keep eligibility determination records for each participant and on-going training records for program staffs. A program may keep these records electronically. (2) Each eligibility determination record must include: (i) copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility under paragraphs (h) - (j) of this section; (ii) a statement that program staff has made reasonable efforts to verify information by: (A) conducting either an in-person, or a telephonic interview with the family as	1. Programs must keep eligibility determination records for each family in the child's file. Including but not limited to: • Any U.S. Federal tax form • W-2s • pay stubs, or pay envelopes • Written Statements from employers • Documentation showing current status as recipients of public assistance (TANF/SSI) • Self-Certification of Income (Must Describe efforts made to verify income) • Parent Guardian Consent for Release of Information to contact third party (If	Currently enrolled and for one year after they have stopped receiving services, in alignment with agency specific recordkeeping policy	Income Calculation and Family size worksheet (RHS/EHS) Migrant Program Income Worksheet and Verification (MSHS/MEHS) Self-Certification of Income Parent Guardian Consent for Release of Information Agency Recordkeeping Policy

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<p>described under paragraph (a) of this section;</p> <p>(B) describing efforts made to verify eligibility, as required under paragraphs (h) - (j) of this section; and,</p> <p>(C) collecting documents required for third party verification under paragraphs (i)(3)(ii) and (j)(4) of this section, that includes:</p> <ol style="list-style-type: none"> 1. the family's written consent to contact each third party; 2. the third parties' names, titles, and affiliations; and, 3. information from third parties regarding the family's eligibility. <p>(iii) a statement that identifies whether:</p> <p>(A) the family's income is below income guidelines for its size, and lists the family's size;</p> <p>(B) the family is eligible for or, in the absence of child care, potentially eligible for public assistance;</p> <p>(C) the child is homeless child, as defined at §1305.2 including the specific condition described in §1305.2 under which the child was determined to be homeless;</p> <p>(D) the child is in foster care;</p> <p>(E) the family meets the over-income requirement in paragraph (c)(2) of this section; or,</p> <p>(F) the family meets alternative criteria under paragraph (d) of this section.</p> <p>(3) A program must keep eligibility determination records:</p> <ol style="list-style-type: none"> (i) for those currently enrolled, as long as they are enrolled; and, (ii) for one year after they have either stopped receiving services; or, (iii) are no longer enrolled. 	<p>Applicable)</p> <ul style="list-style-type: none"> • Income Calculation/Family Size (RHS/EHS) • Migrant Program Income Worksheet and Verification (MSHS/MEHS) • Proof of migratory move for MSHS/MEHS • Other documents that are deemed necessary for eligibility (Including documents used to verify age) <p>2. Programs will keep training records as evidence that program management, and all staff who make eligibility determinations as well as Governing Body and Policy Council/Committee members have received training.</p>	<p></p> <p>In alignment with agency specific</p>	<p></p> <p>Agendas Flyers Sign-In sheets Minutes</p>

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1305.4 (m) <u>Program policies and procedures on violating eligibility determination regulations.</u> A program must establish policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start or Head Start services.	1. Grantee Operated and Delegates will establish policies and procedures regarding employee discipline for violation of eligibility determination regulations, policies and procedures in the NPRM.	Annually	Code of Ethical Conduct/Certification, NAEYC'S Code of Ethical Conduct & Statement of Commitment brochure
	2. Staff will implement policies and procedures as required.		Agency approved personnel/administrative policies and procedures
1305.4 (n) <u>Training.</u> (1) A program must train all governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. Training must, at a minimum: (i) include methods on how to collect complete and accurate eligibility information from families and third party sources; (ii) incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and, (iii) explain program policies and procedures that describe actions taken against staff, families, or participants who intentionally attempt to provide or provide false information. (2) A program must train management and staff members who make eligibility determinations within 90 days following the effective date of this rule, and as soon as possible, but within 90 days of hiring new staff after the initial training has been conducted. (3) A program must train all governing body and policy council members within 180 days following the effective date of this rule, and within 180 days of	1. Grantee Operated and Delegates will train program management and all staffs who make eligibility determinations. 2. Programs must train each newly hired staff who make eligibility determinations 3. Programs will keep records as evidence that program management and all staff who make eligibility determinations have received training. 4. Grantee Operated and Delegates will train Governing Body and Policy Council/Committee members. 5. Grantee Operated and Delegates will train new Governing Body and Policy Council/Committee members.	Initial training within 90 days after March 12, 2015 Within 90 days of hire. Ongoing Initial training within 180 days After March 12, 2015 Within 180 days of his or her term.	Agendas Flyers Sign-In sheets Minutes Training documentation

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<p>the beginning of the term of a new governing body or policy council member after the initial training has been conducted.</p> <p>(4) A program must develop policies on how often training will be provided after the initial training.</p>			
<p>§ 1305.5 Recruitment of children.(a)1305.5</p> <p>In order to reach those most in need of Head Start services, each Head Start grantee and delegate agency must develop and implement a recruitment process that is designed to actively inform all families with Head Start eligible children within the recruitment area of the availability of services and encourage them to apply for admission to the program. This process may include canvassing the local community, use of news releases and advertising, and use of family referrals and referrals from other public and private agencies.</p>	<ol style="list-style-type: none"> 1. Grantee Operated and Delegate staff will develop a recruitment plan. The recruitment plan will include the following: <ul style="list-style-type: none"> • Agency service area • Description of recruitment activities • Timelines for activities • Intentional recruitment activities to recruit families with the highest need and lowest income, children with disabilities, foster children, and homeless families • Intentional recruitment activities to recruit migrant, agricultural families (only MSHS/MEHS) • Identify budgetary needs to purchase recruitment materials to support implementation of recruitment plan 2. Grantee will monitor Grantee Operated and Delegate Recruitment Plans for effectiveness. 3. Grantee Operated and Delegate agencies will develop advertisement materials for program recruitment. 4. Grantee Operated and Delegate agencies will ensure implementation of their Recruitment Plan throughout the program year to maintain full enrollment and a viable waiting list as defined in section 1305.6(d). 	<p>Prior to the start of the program enrollment year Per agency procedure</p> <p>As needed.</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Agency Recruitment Plan Agency Procedure Agency Budget</p> <p>Agency Recruitment Plan</p> <p>Recruitment material samples Advertisements</p> <p>Agency Recruitment Plan Electronic Enrollment Waitlist Reports</p>
<p>1305.5(b)</p> <p>During the recruitment process that occurs prior to the beginning of the enrollment year, a Head Start program</p>	<ol style="list-style-type: none"> 1. Grantee Operated and Delegate agencies will utilize Recruitment Plan to ensure applications 	<p>Prior to the beginning of the enrollment year</p>	<p>Agency Recruitment Plan Electronic Enrollment</p>

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<p>1305.6(d) Children on the waiting list shall be ranked according to the program's selection criteria to assure that eligible children enter the program as vacancies occur.</p> <p>642 (g) Each Head Start agency shall enroll 100 percent of its funded enrollment and maintain an active waiting list at all times with ongoing outreach to the community and activities to identify underserved populations.</p>	<p>1. Grantee Operated and Delegate staff will utilize approved Policies and Procedures for Recruitment, Prioritization, Selection and Enrollment to ensure children with the highest priority are enrolled as vacancies occur.</p> <ul style="list-style-type: none"> COPA eligible/accepted waitlist will be utilized for accurate prioritization to fill vacancies. <p>After meeting full enrollment, including 10% cumulative enrollment of children with a disability, each agency must sustain a viable waitlist.</p>	<p>As vacancies occur</p> <p>At all times</p>	<p>COPA eligible/accepted waitlist Policies and Procedures for Recruitment, Prioritization, Selection, and Enrollment</p> <p>COPA eligible/accepted waitlist Policies and Procedures for Recruitment, Prioritization, Selection, and Enrollment</p>
<p>§ 1305.7 Enrollment and reenrollment. 1305.7(a) Each child enrolled in a Head Start program, except those enrolled in a migrant program, must be allowed to remain in Head Start until kindergarten or first grade is available for the child in the child's community, except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.</p>	<p>1. Grantee Operated and Delegate agencies will allow children to remain in Head Start as long as the child meets the eligibility criteria as identified in the Head Start Performance Standard section 1305.3(d)(6).</p> <ul style="list-style-type: none"> Children age eligible for transitional kindergarten remain age eligible for Head Start. Families can choose the following options: to exit Head Start program to attend transitional kindergarten, simultaneously attend transitional kindergarten and Head Start, or attend Head Start. Migrant age eligible children participating in transitional kindergarten will remain eligible for Head Start until attending kindergarten. (Ex. Migrant child attends transitional kindergarten in the spring and Head Start in the summer) 	<p>At registration</p>	<p>Application Eligible/Accepted Waitlist</p>

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1305.7(b) A Head Start grantee must maintain its funded enrollment level. When a program determines that a vacancy exists, no more than 30 calendar days may elapse before the vacancy is filled. A program may elect not to fill a vacancy when 60 calendar days or less remain in the program's enrollment year.	<ol style="list-style-type: none"> Staff will adhere to enrollment procedures as vacancies occur by enrolling the next child on the COPA eligible/accepted waitlist. A program may elect not to fill vacancies when 45 calendar days or fewer remain in the program's enrollment year. Only children with re-enrollee or transition status may be considered for placement after the established date unless approved by the agency director. This does not apply to full year RHS/EHS programs, which must maintain full enrollment all year or MSHS/MEHS programs. 	<p>As vacancies occur</p> <p>Prior to the last 45 days of the program year (excludes full year RHS/EHS as well as all MSHS/MEHS programs)</p>	<p>Application Eligible/Accepted Waitlist</p> <p>Written correspondence</p>
1305.7(c) If a child has been found income eligible and is participating in a Head Start program, he or she remains income eligible through that enrollment year and the immediately succeeding enrollment year. Children who are enrolled in a program receiving funds under the authority of section 645A of the Head Start Act (programs for families with infants and toddlers, or Early Head Start) remain income eligible while they are participating in the program. When a child moves from a program serving infants and toddlers to a Head Start program serving children age three and older, the family income must be re-verified. If one agency operates both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the agency's Early Head Start program, the agency must ensure, whenever possible, that the child receives Head Start services until enrolled in school.	<ol style="list-style-type: none"> Grantee Operated and Delegate staff will complete child application for each program year. Grantee Operated and Delegate staff will gather necessary eligibility information for the first year that a child will be enrolled in a program. If the child is a re-enrollee it is not necessary to update income documentation unless: <ul style="list-style-type: none"> The child was enrolled in an Early Head Start program and is now enrolling in a Head Start program An EHS or RHS child is enrolling in a Migrant Seasonal Head Start or Migrant Early Head Start program Child is enrolling in third year of Head Start There is a break in services (Ex. child drops from the program prior to the program year ending) Agricultural income must be reviewed annually for MSHS/MEHS programs. Grantee Operated and Delegate staff must 	<p>At annual registration</p> <p>At annual registration</p> <p>At annual registration</p>	<p>Application</p> <p>Application</p> <p>Application</p>

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	<p>review/verify migratory move documentation annually to ensure that the family meets the requirement for the MSHS/MEHS programs.</p> <p>5. Grantee Operated and Delegate staff will follow the established Policies and Procedures for Recruitment, Prioritization and Selection, and Enrollment procedure when prioritizing for enrollment which gives a higher priority to children who are re-enrolling for the HS/EHS programs.</p>	Ongoing	Application Eligible/Accepted Waitlist Reports
<p>§ 1305.8 Attendance. 1305.8(a) When the monthly average daily attendance rate in a center-based program falls below 85 percent, a Head Start program must analyze the causes of absenteeism. The analysis must include a study of the pattern of absences for each child, including the reasons for absences as well as the number of absences that occur on consecutive days</p>	<p>1. Daily attendance will be entered into the COPA data system.</p> <p>2. Staff will monitor attendance reports to determine if an agency's attendance and individual child attendance has fallen below 85%.</p> <p>3. If the agency falls below 85% an Enrollment/Attendance Work Plan will be completed to analyze and develop a plan of action to improve the monthly average attendance rate for all programs. The analysis will state which factors contributed to enrollment or low attendance and what will be done to improve attendance.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>As needed</p>	<p>Attendance Reports</p> <p>Attendance Reports</p> <p>Electronic Site Visit Reports Monitoring Instrument Enrollment/Attendance Work Plan</p>
<p>1305.8(b) If the absences are a result of illness or if they are well documented absences for other reasons, no special action is required. If, however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, the program must initiate appropriate family support procedures for all children with four or more consecutive unexcused</p>	<p>1. Parents will be notified of absence policy prior to their child enrolling into the program.</p> <p>2. Grantee Operated and Delegate staff will communicate with families if their child's attendance drops below 85% in one month and identify strategies to support family.</p>	<p>Orientation</p> <p>As needed</p>	<p>Parent Handbook</p> <p>Case Notes Family Contact Record Attendance Improvement Plan</p>

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absences. These procedures must include home visits or other direct contact with the child's parents. Contacts with the family must emphasize the benefits of regular attendance, while at the same time remaining sensitive to any special family circumstances influencing attendance patterns. All contacts with the child's family as well as special family support service activities provided by program staff must be documented.	<p>3. If absences result from temporary family problems, appropriate family support procedures will be enacted to include home visits and/or regular dialogue with the family.</p> <p>4. Staff will develop a Child Attendance Improvement Plan with the parents to address excessive unexcused absences.</p>	<p>As needed</p> <p>As needed</p>	<p>Case Notes Family Contact Record Family Partnership Agreement CST/ CST Results Form Attendance Improvement Plan Case Notes</p>
<p>1305.8(c) In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or a different program option, the child's slot must be considered an enrollment vacancy.</p>	<p>1. If the chronic absenteeism persists agencies will offer another program option that may be better fitted to meet the family's needs (if available).</p> <p>2. If absenteeism continues center staff will document contact or attempted contacts with the family.</p> <p>3. If the absences continue with no contact from the family center staff will follow agency specific Attendance Policy.</p>	<p>As needed</p> <p>As needed</p> <p>As needed</p>	<p>Attendance Improvement Plan</p> <p>Family Contact Record Case Notes</p> <p>Notice of Termination Agency Policy</p>
<p>§ 1305.9 Policy on fees. A Head Start program must not prescribe any fee schedule or otherwise provide for the charging of any fees for participation in the program. If the family of a child determined to be eligible for participation by a Head Start program volunteers to pay part or all of the costs of the child's participation, the Head Start program may accept the voluntary payments and record the payments as program income. Under no circumstances shall a Head Start program solicit, encourage, or in any other way condition a child's enrollment or participation in the program upon the payment of a fee.</p>	<p>1. Grantee Operated and Delegate agencies will develop policies prohibiting the practice of accepting fees for participation in Head Start Programs.</p> <p>2. Programs that are collaborated with State funds may collect a family fee to support such collaboration.</p>	<p>As needed</p> <p>Monthly as needed</p>	<p>Parent Handbook Admissions Agreement</p> <p>Notice of Action</p>
<p>§ 1305.10 Compliance. A grantee's failure to comply with the requirements of this Part may result in a denial of refunding or termination in</p>	<p>1. Grantee Operated and Delegate staff will engage in effective, ongoing monitoring process</p>	<p>Ongoing</p>	<p>Monitoring Tool Site Visit Reports</p>

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accordance with 45 CFR part 1303.	to ensure implementation of and compliance with program regulations and operations. 2. Grantee will conduct annual Program Audits to ensure compliance with regulations and operations.	Annually	Program Audit Program Audit Summary