

Wayne County Early Childhood Program
Head Start Referral/Release Process and Memorandum of Understanding

- Families interested in enrolling their 4-year-old child in GSRP must submit income documentation.
- If a family’s income is 0-100% of the poverty guidelines the family is eligible for Head Start.
 - Any family who is Head Start income eligible will be referred to their local Head Start Agency. The Head Start Referral/Release form, found at [Wayne RESA's GSRP Page](#), must be completed with the parent and signed by the GSRP representative.
 - Once the Referral/Release form is **completed and signed by the parent** it will be sent to the program’s **local Head Start agency**. The appropriate Head Start agency will be responsible for signing and returning the form to GSRP **within the agreed upon time frame (Not more than 72 hours or three business days)** of receiving the document from GSRP, even if the family is not released by Head Start.
 - Head Start staff is responsible for sharing information regarding the services that Head Start provides to families.
 - **GSRP authorized staff will complete Section 4 of the Referral/Release form when received from Head Start.**
 - GSRP is required to maintain documentation of attempts to have the Referral/Release form signed by Head Start. The following documents must be kept in the child’s file:
 - The original completed Referral/Release form (without Head Start signature)
 - The Referral/Release form that was signed by Head Start and returned to GSRP.

Once GSRP staff has attempted to get the Referral/Release form signed by Head Start, GSRP has met their obligation and a child may be enrolled in GSRP if he/she meets the appropriate eligibility factors and age eligibility.

A current list of Head Start locations is available at [Wayne RESA's GSRP Page](#).

Contact your Early Childhood Consultant with any questions.

The parties signing below agree to meet joint recruitment/enrollment referral requirements as established in the GSRP Implementation Manual by the Michigan Department of Education and Head Start Performance Standards by the US Department of Health and Human Services:

Great Start Readiness Program Name		Head Start Agency Name	
Printed Name		Printed Name	
Title		Title	
Signature	Date:	Signature	Date: