

Selection Process Protocol

Category:	Regulations: § 1302.14 Selection Process, § 1302.21(b) Center-Based Group Size Policy No. 330 ERSEA - Eligibility, Recruitment, Selection, Enrollment, Attendance
Activity	Steps
Purpose:	The selection process will be followed to ensure that children/families with the greatest need are enrolled with priority and also to ensure that classroom ratios and licensing requirements are kept. Head Start Director, Content Specialists, Program Staff, Parent Committee, Policy Council, and Board of Directors' input will be used to annually establish the selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.) and, for Migrant Seasonal Head Start to children whose families can demonstrate they have relocated frequently within the past two years in search of agricultural work, and other relevant family or child risk factors.
1. Determining Eligibility	
Green Team Members (Eligibility Team Members) will be responsible for determining that eligibility has been completed correctly for each family. These team members will sign off on files to go on a waitlist. Refer to Determining, Verifying, and Documenting Eligibility Protocol for full steps on establishing eligibility and tracking systems.	
Eligibility Team Members (Green Team)	<ul style="list-style-type: none"> ● Enrollment/ERSEA/Health Coordinators ● Center Managers ● Assistant Center Managers ● Eligibility & Program Governance Content Specialist
Tracking Enrollments	<p>a) Center Management will keep a center tracking form set up by the Family Engagement Content Specialist via Google Drive. Site Management will be responsible for maintaining their site tracking form up to date on a daily basis as they have completed the eligibility verification process for each individual file. Tracking form will be organized by selection criteria.</p> <p>b) Once Eligibility Determination Packets are ERSEA reviewed and eligibility has been determined to be correct they will be placed on the waitlist; Center Management will keep all waitlist files filed according to points.</p> <p>(c) In Child Plus: data collected regarding eligibility will match exactly to eligibility documents in the file. Once Eligibility Determination Packets are ERSEA reviewed and eligibility has been determined to be correct file will be verified to match in ChildPlus and the status will change from "new" to "waitlist". Waitlist report will then be ran to determine waitlist numbers.</p>
2. Placement of Children Requirements	
Selection Criteria: ALL child placements must be completed according to the selection criteria. The higher the selection criteria score, the higher the family need and must be placed first.	
Age Ratio for Head Start and Migrant Seasonal Head Start:	Please refer to 1302.12 Determining, Verifying, and Documenting Eligibility Protocol for regulations on classroom ratios according to age. § 1302.21(b) Center-based group size
Classroom to Classroom transfers:	Transfers from classroom to classroom will be staffed first before the transfer is approved and will only be granted as last resort. Things to consider before a classroom to classroom transfer is parents permission, parent requests, availability of slot, attempting to resolve issues first, etc.

<p>Steps to Determining who has priority enrollment.</p>	<ol style="list-style-type: none"> 1. Review age ratio in each classroom to determine if you have space for another 3 year old (for preschool classrooms only). If you will stay within ratio, and the next child with priority is a three year old, go ahead and accept and enroll. IF you <u>do not</u> have space for another three year old, then you will go down the priority list to the next age eligible child, according to the priority points. This step will ensure that you do not violate § 1302.21(b) Center-based group size (majority of class must be 4 and five year olds). 2. Any site to site or classroom to classroom transfers will happen first if they are currently enrolled. If a family is dropped before a transfer, they will be placed on the waitlist and will no longer be considered a transfer. If multiple transfers are pending for a single slot, the transfer with the highest Selection Criteria Points will be offered the slot first. 3. Children/applicant on the waitlist will be next. The applicant with the highest Selection Criteria Points will be placed first. Points for categorically eligible, or EHS transfer, or IEP etc. have already been accounted for in the Selection Criteria Points Process. So you just look at the one with the highest points. 4. If there is a tie, then use date of when eligibility was determined, place the one that completed theirs first. 5. If the next applicant in line declines enrollment, document in the Eligibility Comment Sheet reason for decline, and then move on to the next applicant with highest Selection Criteria Points. 6. If the next applicant in line is an over income (101-130 or 130+ FPL), over income availability must be checked and approved first by the Family Engagement Content Specialist and Head Start Director. If there is no more availability for another over income slot or the Over Income Referral Form is Declined, then move on to the next applicant with highest Selection Criteria Points.
<p>Applicants with Special Needs or Circumstances</p>	<p>As the Green team review files, they will take lead on files that have special circumstances, for example IEP/IFSP, HCP, Food Substitutions, Severe Allergies, Mental Health services, or any other need for accommodations (also identified with a flag color), they will determine, before enrollment, if a Multidisciplinary Meeting is needed to determine best placement options. This determination needs to happen as soon as possible to allow for full funded enrollment. Please refer to "Flagged Files" section in 1302.12 Determining, Verifying, and Documenting Eligibility Protocol for processing families and children with high needs/ special accommodations, etc.</p>
<p>Placing children "out of boundaries"</p>	<p>Each site will have a boundary according to our service area and bus transportation services. The following steps are to be considered if a family wishes to be placed in a center "out side" of designated boundary.</p> <ol style="list-style-type: none"> 1. Family will agree that they will not be able to obtain transportation services, they will have to be self-transport. 2. Sites will fill with eligible "in boundary" children first, if there are still vacancies, then out-of-boundary children maybe considered. 3. Children in sites that belong to the same <u>school district boundaries</u> are to be considered first. For example Yakima School District boundaries would be Castlevale, Jefferson, and East Yakima. 4. Children that are outside of school district boundaries (for example a family that resides in Yakima wanting to go the Union Gap site), will have to ensure that they do not have any special services needs; developmental screenings will occur before placement, and will require prior approval from the Head Start Director or designee. 5. Placement will not be approved if the child has an IFSP/IEP, they will have to stay in their school district boundaries.

Other Considerations	<ul style="list-style-type: none"> • Distribute Special Needs (IEP, IFSP, HCP, Food Substitutions, Mental Health/Behavior Concerns, and other Health concerns, etc. as evenly as possible among all available classrooms. • Distribute boy/girl ratio as much as possible among available classrooms.
Establishing a Waitlist	Each site will have a waitlist at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the selection criteria.