Head Start: Determining, Verifying, and Documenting Eligibility Protocol	
Category:	**Regulations**: § 1302.12 Determining, Verifying, and Documenting Eligibility Policy No. 330 ERSEA - Eligibility, Recruitment, Selection, Enrollment, Attendance
Activity	Steps
This protocol will outline the process in which families will go through to determine if they are eligible for program services, hereafter referred to as the ERSEA process.	
ERSEA Team and overview of ERSEA Responsibilities:	
Staff that will be assigned to taking Basic Information Forms hereafter referred to as the Red Team:	• Enrollment Coordinator (Primary) • Center Management (Primary) • Receptionists (Front Desk) • Family Advocates (at recruitment events or outposts sites) • Any staff at recruitment events • Other program (MSHS or EHS) ERSEA-Health Coordinators **Note:** In the event that none of staff listed above is present to take a Basic Information Forms, name of parent and phone number will be taken down and forwarded to the Enrollment Coordinator as soon as possible (within 24 hours). Enrollment Coordinator will then call family to complete a Basic Information Form.
Enrollment Staff members will be responsible for completing enrollments, hereafter referred to as the Yellow Team:	• Family Advocates (Primary) • Enrollment Coordinators • ERSEA/Health Coordinators • Assistant Center Managers
Eligibility Team Members will be responsible for verifying completed enrollment files, hereafter referred to as the Green Team:	● Assistant Center Managers ● Center Management ● Enrollment Coordinators * If a coordinator or Assistant Center Manager has completed the enrollment, a different Center Management or coordinator must complete the file verification.
Complete Basic Information Forms Parent may call, come to centers, be recruited at events, or be referred by a professional such as (medical provider, Children's Village, School District, DSHS, First Step program, etc.) Basic Information forms will be used to gather data on how much interest/need there is for our program in the community. It is to be explained to parents that the intent of the Basic Information Form is to gather their basic information and is not considered a completed enrollment. It will be routed to a center depending on their pick-up and drop-off address and assigned to an enrollment determining staff (Primarily a Family Advocate) so that an appointment can be scheduled to determine if they are eligible for the program. A window of time should be shared with the family on when to expect a phone call to schedule and enrollment appointment from their assigned Family Advocate and contact information in case they need to update their information or if they have any further questions. Completing a Basic Information Form is not a guarantee they will qualify for services. Once all this is shared with the family, the staff person taking the basic information will initial the box in the bottom agreeing that they read the script to the family, they will write their name, what center the form originated from, and the date. From here on forward the Basic Information form will also be known, internally, as the "Intake Form"; both names can be used interchangeably.	

Enrollment Coordinator and Assistant Center Management Clarification.	In Yakima, there is an enrollment coordinator that will serve as the main point of contact for handling Intakes forms, getting intakes routed to the appropriate programs (Early Head Start, Head Start, and Migrant Seasonal Head Start) and the appropriate centers (Castlevale, West Valley, Jefferson, East Valley, Union Gap, and East Yakima). They will be the responsible party for maintaining the Intake Tracking Form. For all other centers without an enrollment coordinator, such as Bridgeport, East Wenatchee and Kittitas, the responsibility of the enrollment coordinator will be of the Assistant Center Manager. Any reference to the Enrollment Coordinator will then, set forth, also include the Assistant Center Manager for those centers without an enrollment coordinator. Sites without an enrollment coordinator will not have a separate Intake Tracking Form, all Intake Forms will be added straight to the Master Tracking Form.
Tracking Basic Information Forms (Intakes) The Enrollment Coordinator will be responsible for collecting, routing, tracking, and assigning ALL Basic Information Forms to centers. The Enrollment Coordinator will also keep families up-to-date on their Intake status if they have not yet been assigned to a center. *Red Team staff may respond to parent inquires about intake status by referring to the Google Drive Basic Information Tracking form maintained by the Enrollment Coordinator. For example, if a parent comes to the center asking for an update on their intake, the receptionist will have access to the Intake Tracking Form to verify to what center it has been assigned and the name of the assigned Family Advocate. If a family reaches out to anyone on the red team or the Enrollment Coordinator and the intake has already been routed to a center and family advocate, the red team staff person will email the assigned Family Advocate and CC the assistant center manager to notify them the family is asking for an update on their enrollment process; include any updates or notes the family might have made.	
Collecting Basic Information Forms	* The Enrollment Coordinator and EHS Receptionist will primarily be the designated staff to complete Intake Forms. Once an Intake Form is received, the Enrollment Coordinator will stamp date received. The following script will be used to transfer calls if the person answering the phone is not a designated Red Team Member and has not been trained to filling out Basic Information Forms: **Over the phone intake:** When a family calls any center to complete a Basic Information form, their call will be transferred to the Enrollment Coordinator using the following script: - Red Team Staff: Thank you for calling [enter site name] Seedlings, how may I direct your call? - Parent: I am interested in enrolling my child to the center. - Red Team Staff: Yes, I can assist you with that. I will need to transfer you to our Enrollment Coordinator [Insert name here] to take down some information. She/he will let you know how to find out if you are eligible for our program. Before I do that, may I please have your name and phone number incase the transfer does not go through. - Parent: Gives name and phone number. - If the call does not go through, you can call me back at this number or you can call Enrollment Coordinator [Insert name here] directly at (509) 594-4562. Red team staff will then transfer the call and provide the name and phone number to the Enrollment Coordinator within 48 hours so they can confirm they have a completed intake for that family using the Intake Memo Form. **Intake at ESD 105 Office:** When families call the ESD 105 offices, they will be forwarded to the Family Engagement Content Specialist (FECS). The FECS will complete an Intake Form and email it to the Enrollment Coordinator.

	In-Person Intake: When a parent comes in person to the center, a Red Team Staff will complete a paper Basic Information Form and following steps will apply: Main sites: All original Basic Information Forms will be turned in to the Enrollment Coordinator within 48 hours of it being completed. Outposts: Outposts will scan email all Basic Information Forms to the Enrollment Coordinator within 48 hours of it being completed. The original paper Basic Information Form will be sent to the Enrollment Coordinator through inner-office mail, no copies will be kept on site to avoid duplication. The Enrollment Coordinator will stamp "Copy" once received and staple it to the original. NOTE: Fax, copies, or other means will not be accepted, they must be SCAN EMAIL.
Tracking Basic Information Forms	Enrollment Coordinator will be responsible for placing all Basic Information Forms onto the tracking form. Tracking form will include: • Child's name and DOB • Site it was assigned to • FA it was assigned to • Any Health, Mental Health, Family Support, IEPS/IFSP, and parent concerns • Status (assigned out, dead Basic Information Forms).
Routing Basic Information Forms	The Enrollment Coordinator will pre-screen all Intakes for Age and Home Address. Age: Child must be appropriate age for the program they are interested in. If they do not meet age requirements, the Enrollment Coordinator will send out the Ineligible - Age Requirement Parent Letter #6. The Intake will be marked with a black sticker, marked in the Intake Tracking Form with a Strike-Through, and archived. Home Address: Children must be residing (home address) with-in our service area school district boundaries. If their home address is not with-in our service area, the Enrollment Coordinator will send the Ineligible - Out of District Parent Letter #5. The Intake will be marked with a black sticker, marked in the Intake Tracking Form with a Strike-Through, and archived. For all Age eligible and service area eligible children, the Enrollment Coordinator will route intakes based on pick up / drop off address and record that on the bottom of the Intake Form. Next, the assigned Intake Forms will be handed directly to the Assistant Center Managers. Once the Assistant Center Managers receives the Basic Information Form they will contact the family within 5 business days letting the parents know that their Basic Information Form was received and what the next steps will be (List of Needed Documents HS-EHS Parent Letter #1 OR Received Basic Information Parent Letter #2). It is our goal to keep the parents up-to-date on the status of their files throughout the whole enrollment process; documentation of this activity is to be written in the Intake/Eligibility Comment Sheet.

Assigning Basic Information Forms to Family Advocates	Assistant Center Managers will then assign the available Intake Forms to Family Advocates and record that on the Basic Information Tracking Form, closing the loop on that tracking form. If access to the Basic Information Tracking form is needed, reach out to the Enrollment Coordinator or the Family Engagement Content Specialist to grant access. The Assistant Center Manager will then add the intake onto the Master Tracking Form in Google Drive which is set up by the Family Engagement Content Specialist by adding the Child's Last Name, First & Middle Name, DOB, (PIR Age will be calculated automatically), the assigned Family Advocates Name, and file status "intake". Note: • If any special accommodations are requested by a family to change site locations or adjustments to the classroom schedule, a multi-disciplinary meeting will be called between Center Management, Content Specialists, and any other affected staff (Transportation, USDA, School District, etc.) to decide best placement. Any staff person may decide a multi-disciplinary meeting is needed and will take the lead in setting up the meeting.
Tracking Intakes and Enrollment Files	Once the Family Advocate or other Yellow Team Staff members receive an intake, they will go into their Centers Master Enrollment Tracking form. Family Advocates will add the Date the intake was received, when contact was made with the parent, date the enrollment appointment, and the status of the file. These cells will be highlighted for staff. Updates to family's enrollment status should be reflected in the Master Tracking form within 24 hours. Center Management team will monitor the Master Tracking form to ensure families are being contacted in a timely manner to schedule eligibility determination appointments. Once an intake is received, the staff should reach out to the family within 48 hours. If there are vacancies in the program and/or there is no established waitlist, then the family should be reached within 48 hours to schedule an eligibility determination appointment as soon as possible. If a well viable waitlist is established or other reason has been determined by the Head Start Director and ESD 105 Content Team, proof is required in writing, that we are not taking any new enrollment appointments at the moment, then contact with the family should be made within 48 hours to explain the circumstances. It is our goal to keep the parents up-to-date on the status of their files throughout the whole enrollment process; documentation of this activity is to be written in the Intake/Eligibility Comment Sheet and noted in the master tracking form. * Such example presented itself during the COVID-19 pandemic in which there was not enough qualified staff to open all classrooms and we stopped completing new enrollments as Family Advocates had to cover in the classroom and there was no more available space for more children.
4 Year-old emphasis	Due to 3 year-old to 4 year-old ratio, we will route all 4 year-olds first. Basic information forms for 3 year-olds will not be assigned unless: • They are Homeless, Receiving Public Assistance (TANF or SSI), EHS Transferred, have an IEP and/or child is in Foster Care. Close monitoring of Spring enrollments will happen to determine if Basic Information forms should go out to centers before June; otherwise, Basic Information forms will be assigned to sites in June.

3. Scheduling Enrollments Yellow Team Staff responsible for completing enrollments will schedule appointments to determine the families eligibility for the program. An appointment should be offered to all families regardless of what their Basic Information Form may indicate in regards to eligibility (we cannot know for sure if they are eligible for services until they go through the eligibility process). Appointments may take place at the center or at the families home. If the visits take place in the family's home, a work assigned devise (camera or tablet) will be used to take copies of documents. No personal devices allowed. During a pandemic or natural disaster the above practices may be modified or amended to reflect the current situation. For example, appointments to determine eligibility may be conducted over the phone. The Seedlings Early Learning Centers will follow the guidance and recommendations that are set forth by the federal, state, and local levels according to the Washington State Department of Health (D.O.H.), Center of Disease Control and Prevention (C.D.C.), the World Health Organization (W.H.O.) and local public health districts in Yakima, Kittitas and Douglas.	
1st Appointment: Eligibility Determination Packet **2nd Appointment: Enrollment Agreement Packet**	The year will be broken up into two enrollment seasons: "Spring Enrollment Season" and "During the School Year Season" **Spring enrollment season** is the season when we are completing enrollments for the following school year; we need to ensure that the children will be 3 or 4 by August 31. When doing "spring enrollments" you will only do the first portion of the enrollment packet (ERSEA section), called the Eligibility Determination Packet. The second portion of the enrollment packet (Health and other items) will be completed in August, called the Enrollment Agreement Packet. **During the school year season** is the time we are running program and are trying to maintain a viable waitlist to be able to fill vacant slots by 30 day timelines. For this reason both Eligibility Determination Packet and Enrollment Agreement Packets will be completed at the same time.
Eligibility Determination Packet (1st appointment) hereafter referred to as Packet A.	**Eligibility Determination packet will consist of:** • Basic Information Form (Enrollment #1) • Eligibility Comment Sheet (Enrollment #2) • ERSEA Checklist (Enrollment #3) • Form Verification Checklist (Enrollment #4) • Family Enrollment Profile (Enrollment #5) • Eligibility/Income Verification (Enrollment #6) • Proof of income (copies of paystubs, W2's, tax returns, etc.) • Income Calculation Worksheets A or B (Enrollment #8 or# 9) • Income Story (Enrollment #10) • Federal Poverty Levels Grid Sheet (Enrollment #11) • Self-Declaration of Family Income and/or Statement of No Income (Enrollment #12/#13) *only if needed • Over Income / Special Needs Referral (Enrollment #14) * only if needed • Applicant of a Staff Person (Enrollment #7) * only if needed • Eligibility Selection Criteria (Enrollment #15) • Copy of Birth Certificate / Birth Records • Emergency Information Form - EIF (Child File #9) • Copies of Restraining orders, Parenting Plans, Custody papers, etc. • Copy of IFSP/IEP

	• Immunizations information - Copy of CIS and Patient Vaccine Summary Form (from WAIIS) • Hand out correct HCP (HDN # 14-#17), Health Care Plan Instructions for Parents (HDN #12), and Letter to Provider (HDN #13) *only if needed • Hand out Request for Special Dietary Accommodations (USDA #16) *only if needed • Copy of Well Child Exams • Copy of Dental Exams • Consent to Release Forms (Child's File #15) * to obtain any applicable items • Copy of any referrals *only if applicable
Completing ONLINE Eligibility Determination Packets:	All forms from the Eligibility Determination Packet have been included in the ONLINE Application/Enrollment Section of ChildPlus. To determine a child's eligibility, the staff person is to search for the applicant in ChildPlus first to see if the child has already been entered into the system, and/or has already participated in our program. a) If the child is already entered into Childplus, the Yellow Team Staff member must go into the child's Enrollment Tab, and click on the Green "Add Participant Record" Select the program Term, Leave the initial status as New, and enter the date the eligibility is being determined. Select the site location, leave as no classroom. Click no to the question that says if you would like to add information from another participation record. The staff person can now go into the application tab and update sections 1 through 8 as needed; save that information. Next, click on the blue "family information" button and update sections 1 through 4 as needed. When you get to section 3 - Family Income, before making any changes, click on the blue "add another income verification" a window will pop up that lets you know that this will copy the current income verification into the Income Notes so we can have a track record of previous eligibility. Click ok and you can now make changes to reflect the new updated information for the new participation record. Next, within the Application Module, Family Information section, click the Income Story tab. Click on the green "add income story" fill in that section and Save. Finally click on the applicant/s name; Click on the Getting to Know my Child tab. Click on the green "Add Getting to Know My Child" finish that section and save. Now click on the Enrollment tab, review and update the Eligibility section, the application date should be the date that you had the appointment with the family, the status should say "New Online Application, adjust the Participation Year as needed. Answer all the questions in the eligibility section, and update the Eligibility Criteria. You have successfully updated a new eligibility determination packet for a returning or previously existing applicant.
	b) If a child is not a returner or previously existing child, then the applicant must be added to ChildPlus. Click on Add family and fill in all the information required determine eligibility. Once you have done so, the new applicant will be automatically assigned a ChildPlus ID and the system will populate their Application and Enrollment sections. The staff person can now go into the application tab and review sections 1 through 8 to confirm accuracy; save that information. Next, click on the blue "family information" button and review sections 1 through 4 to confirm accuracy. Next, within the Application Module, Family Information section, click the Income Story tab. Click on the green "add income story" fill in that section and Save. Finally click on the applicant/s name; Click on the Getting to Know my Child tab. Click on the green "Add Getting to Know My Child" finish that section and save. Now click on the Enrollment tab, review and update the Eligibility section, the application date should be the date that you had the appointment with the family, the status should say "New Online Application, adjust the Participation Year as needed. Answer all the questions in the eligibility section, and update the Eligibility Criteria. You have successfully completed a new eligibility determination packet for a new participant.
Eligibility Criteria of ChildPlus	The eligibility Criteria section of ChildPlus is the applicants eligibility selection criteria which will capture the applicant/family risk factors and need. The higher the points, it will indicate higher need and higher risk factors. This system is what will determine which children are to be considered next on the waitlist.

Additional Comments and supporting information	Online additional comments that are relevant and imperative to determining an applicants eligibility shall be captured in ChildPlus by going to the Application tab, Family Information, then scroll down to the "Income Notes". If the application is being completed on paper, it will be documented on the Eligibility Comment Sheet.
ChildPlus Data Entry trainings	For more detailed information on how to enter family's information into ChildPlus please refer to the ChildPlus Manual and ChildPlus training on TalentLMS.
Completing Packet A - in case completing an online application is not possible, such as there is no internet access or there is no access to a computer or tablet; the eligibility of a family shall be captured on a paper document and then entered into ChildPlus:	a) Yellow Team staff member will call and schedule an appointment to determine if the family is eligible for services. They will explain all the services and commitments to the program and give a list of documents parents will need on the day of the registration. Document this conversation on Eligibility Comment Sheet which is attached to the Basic Information Form. The parent will then come in for their appointment and a Packet A will be completed. b) If parents provided all the required information and their Packet A is complete, the Yellow Team staff member will give parents a "Complete Application Letter" (Parent Letter #2) at this time. This will let the parents know that their file will go to the Center Management (Green Team) for review. c) If parents did not bring all the necessary items to establish eligibility, or Packet A is incomplete, the Yellow Team Staff member will schedule a follow-up appointment. Parent will be given a list of missing items to bring to their follow-up appointment. d) Family Information will be entered into ChildPlus up to the "New" point by the Yellow Team Staff person that completed packet A. Please refer to the ChildPlus Manual for full list of ChildPlus data entry. e) Packet A will be turned into Center Management for ERSEA review. * If the packet was completed by the Assistant Center Manager, they will turn into the Center Manager for ERSEA review. ACM's will keep and file all completed files by Selection Criteria Points in a locked office cabinet. Center Managers are to support ACM's as needed.
Dead Basic Information Forms	If parent decides not to enroll their child, then the Basic Information Form will be considered a "DEAD Basic Information Form". Yellow Team Staff will document the reasons on the Eligibility Comment Sheet and will then place a black sticker on the original dead Basic Information Form, return the original Dead Basic Information Forms with Eligibility Comment Sheet attached to the Assistant Center Manager. The ACM will review the Eligibility Comment Sheet to confirm no further follow-up is required with the family. ACM will update the Master Enrollment Tracking form with relevant notes and clearly mark that the intake a dead intake and turn in the Basic Information Form and Comment sheet to the Enrollment Coordinator. No copies will be kept at the center level. The Enrollment Coordinator will update the Intake tracking form and archive the paper forms.
Unsuccessful attempts to get in contact with families during enrollment	After Several unsuccessful attempts to reach parents by phone within a week, Yellow Team staff is to send out "List of Needed Documents" by mail and keep a copy with the Basic Information Form. Yellow Team Staff will continue efforts to reach by phone for 2 weeks. If no contact is made by 2 weeks, Yellow Team Staff will go to the home address to complete Eligibility Determination Packet. If staff is unable to reach parent by then, then that Basic Information Form will be considered "DEAD Basic Information Form". All attempts in making communication with family needs to be documented on the eligibility comment sheet. * Follow steps as described above in "Dead Basic Information Forms".
4. Determining Eligibility Enrollment Eligibility Team Members (Green Team) will be responsible for determining that eligibility has been completed correctly for each family. Green team members will sign off on files to go on a waitlist after verifying the family/applicant is eligible, the file is fully complete, and the record is added and accurately matches in ChildPlus.	
Verifying Family/Applicant is Age Eligible:	• Child/applicant must be age eligible: be at least three years old at time of enrollment or, turn three years old by August 31st and be no older or equal too the age required to attend kindergarten (5 by August 31st). • Age will be determined using a birth certificate, birth record, or medical record indicating Date of Birth (DOB).

Verifying Household Size:	Definition of family size / household: It <u>must</u> meet all **three** qualifications: • All persons living in the household <u>and</u> • Who are supported by the same income source <u>and</u> are • Related by blood marriage, adoption, or legal guardianship (such as foster care)
Eligibility Requirements:	• The family's income is equal to or below the poverty line; or, • The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including TANF child-only payments; or, • The child/applicant is homeless; or, • The Child is in foster care.
Verifying Eligibility: **Income:**	• To verify income, staff must use tax forms, W-2, TANF Documentation, Pay Stubs, Pay Envelopes, Unemployment Stubs, Written Statements from employers, Foster Care Reimbursement, SSI Documentation, Payroll Reports/Summary, or other proof of income to determine the family income for the relevant time period. • Self-Declaration of Family Income (Enrollment #12) form will be used if the family cannot provide tax forms, pay stubs, or other proof of income for the relevant time period. This is including individuals who are self-employed, for the relevant time period and use information provided to calculate total annual income with appropriate multipliers. • Statement of No Income (Enrollment #13) form will be used if family reports no income for the relevant time period. A program may accept the family's signed declaration to that affect, if program staff describe efforts made to verify the family's income, and explains how the family's total income was calculated or seeks information from third parties about the family's eligibility, if the family gives written consent. If the family gives consent to contact third parties, program staff must adhere to program safety and privacy policies and procedures.
Public Assistance:	• To verify whether a family is eligible for, or in the absence of child care, would be potentially eligible for public assistance, the program must have documentation from either the state, local, or tribal public assistance agency that shows the family either receives public assistance or that shows the family is potentially eligible to receive public assistance (TANF or SSI)
Homeless:	• To verify whether a family is homeless, a program may accept 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, a declaration, information gathered on enrollment or application forms, or notes from an interview with staff to establish the child is homeless; or any other document that establishes homelessness. (i) If a family can provide one of the documents, program staff must describe efforts made to verify the accuracy of the information provided and state whether the family is eligible because they are homeless. (ii) If a family cannot provide one of the documents 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 describe the child’s living situation that meets the definition of homeless. (iii) Program staff may seek information from third parties who have firsthand knowledge about a family’s living situation, if the family gives written consent. If the family gives consent to contact third parties, program staff must adhere to program privacy policies and procedures.
Foster Care:	• To verify whether a child is in foster care, program staff must accept either a court order or other legal or government-issued document, a written statement from a government child welfare official that demonstrates the child is in foster care, or proof of a foster care payment.

Families that do not qualify:	Families do not qualify for Head Start programs if they do not meet income guidelines. When completing Eligibility Determinations start with the Family Enrollment Profile Form (Enrollment #5 HS) first to determine risk factors and household size. Then determine income. If family is above 130% FPL with no risk factors, then the Eligibility Determination is complete, family does not qualify for the program. When completing an online application, the system will naturally have the staff enter household members to determine household size and income eligibility. The Yellow Team staff member that is completing the eligibility determination will hand the parent a copy of the Ineligible - Over Income Parent Letter #4. Update the Master Tracking Form in Google Drive with a strike-through and status label will be - Ineligible Over Income. ChildPlus status will remain at the "new" point. Place a black sticker on the Basic Information form and staple together the Intake Form, Comment Sheet, Family Enrollment Profile Form and Income Calculations; for online applications, print out the application and attach it to the Intake form and Comment Sheet. Turn in packet to the Assistant Center Manager who will confirm the status of the file. The Assistant Center Manager will keep all copies in a locked filing cabinet.
Allowance of 10% Over Income:	If the family does not meet the above criteria but show significant risk factors, we may enroll the participant who would benefit from services, provided that these participants only make up to 10% of a programs enrollment. Priority will be given according to our selection criteria. <u>Procedure:</u> 1. Yellow Team Staff that completed Packet A will include an Over Income / Special Needs Referral (Enrollment #14) in the enrollment packet for families whose income is above the Federal Poverty Level and flag it in ChildPlus. 2. The Green Team Staff verifying eligibility will sign and indicate they have determined status to be correct. They will <u>scan email</u> the completed Over Income / Special Needs Referral (Enrollment #14) to the Family Engagement Content Specialist. Center Managers will take note of how many applicants they have currently enrolled to make sure they do not go over the allowed 10%. 3. Family Engagement Content Specialist will also have documentation of how many currently enrolled children there are in the program. If there is allowance, the Family Engagement Content Specialist will sign and approve the Over Income / Special Needs Referral (Enrollment #14). * Head Start Director or designee will review, sign, and approve families above 130% FPL and families of a staff person. Family Engagement Content Specialist will scan email the form back to Center Management to enroll child with all the required signatures in place. * Family Engagement Content Specialist or designee (Data Manager) will "Enroll" over income (above 130% FPL) in ChildPlus AFTER a Change of Enrollment is received and it is verified the child is on the approved Over Income list.

Additional 35% Allowance of 101-130% FPL	• We may enroll an additional 35% of participants whose families do not meet the eligibility criteria and whose incomes are below 130% of the poverty line. Program Directors and Content Specialist will review data to confirm there is need in our area to enroll for additional allowance. It will be determined that our recruitment and outreach polices and procedures have been followed. • Low income children or families eligible for public assistance, homeless children, and children in foster care will be enrolled first (according to our selection criteria points). <u>Procedure:</u> 1. Yellow Team Staff that completed Packet A will include an Over Income / Special Needs Referral (Enrollment #14) in the enrollment packet for families whose income is above the Federal Poverty Level. 2. Green Team staff person verifying eligibility will sign and indicate they have determined status to be correct. They will scan email the completed Over Income / Special Needs Referral (Enrollment #14) to the Family Engagement Content Specialist. Center Managers will take note of how many applicants they have currently enrolled to make sure they do not go over the allowed 35%. 3. Family Engagement Content Specialist will also have documentation of how many currently enrolled children there are in the program. If there is allowance, the Family Engagement Content Specialist will sign and approve the Over Income / Special Needs Referral (Enrollment #14). Family Engagement Content Specialist will scan email the form back to Center Management to enroll child with all the required signatures. 4. Center Managers will have access to enroll over income children with FPL between 101-130%, they must ensure only to enroll participants on the approved over income list. The Family Engagement Content Specialist will conduct monitoring to that effect.
Children of a staff person	Staff may apply for the program and will follow the same regulations as any other child applying for the program. For confidentiality and fidelity purposes, the only person to conduct an eligibility determination shall be the Enrollment Coordinator, Center Manager, or Assistant Center Manager. The Family Engagement Content Specialist and the Head Start Director/ESD 105 Executive Program Director must sign off on all applications of a staff person before enrollment using the Applicant of a Staff Person Referral Form (Enrollment #7).
Conflict of Interest	Any staff that comes across an intake or enrollment packet of a family that they may have a conflict of interest with at any point in the ERSEA process either completing an enrollment or ERSEA reviewing a file, they shall hand the paperwork to someone else to complete. Conflict of interest may be friends, family, or acquaintances.
Tracking Enrollments	a) The Assistant Center Manager will keep all physical files sorted by selection criteria points, by center until there is an opening. Once there is a vacancy, placement of the next file will be completed by the Center Manager. b) Center Management will maintain the Master Tracking form set up by the Family Engagement Content Specialist via Google Drive. Enrollments are being completed, the staff completing the file will add the participant into the Master Enrollment Tracking Form. The status of the file will be recorded. All fields must be completed, an N/A will be inserted if an item does not pertain to a family . c) Once the file is ERSEA reviewed and verified that everything matches in ChildPlus, the Assistant Center Manager will update the Master tracking form. Site Management will be responsible for maintaining their site tracking form up to date on a daily basis. d) Center Managers and Assistant Centers Managers will be responsible for following up with staff to make sure enrollment goals are being met. Family Engagement Content Specialist will monitor system.

Flag Color Code:	This color code system is to be used as enrollments are being completed. Colored circles are to be placed on the Form Verification Checklist (Enrollment #4) which is stapled to the front of the two-pocket folder to serve as a visual indicator of family risk factors and eligibility indicators. The corresponding color flag will also be added for that child in ChildPlus in order to run reports to identify these specific children and families. These risk factors and family indicators will also be entered into the Master Tracking form in Google Drive for record keeping before enrollment into a classroom. • RED - OVER INCOME: any file that this an FPL over 100% • GREEN - IEP/IFSP: child has an IEP/IFSP or is in the process of obtaining one • Yellow: HEALTH CARE PLAN: HCP is needed, copy in file • DARK BLUE - FOOD SUBSTITUTION: Food Substitution is needed, place copy in file. • LIGHT BLUE - MENTAL HEALTH: child is receiving Mental Health Services • ORANGE - MEDICAL ALERT: children that have a history of medical situation which does not require a Medical HCP signed by the doctor at this time. • BROWN - EHS TRANSFERS: This child was enrolled in the EHS program the year prior to HS enrollment. • PINK - ALLERGY TO MEDICATIONS • Purple - LEGAL DOCUMENTS: for restraining orders, Parenting Plans, Custody Agreements, Adoption Papers, Foster Care Placement Documents, Kinship Care Documents, or currently have an assigned social worker. • BLACK - DOES NOT QUALIFY / NO LONGER INTERESTED: for any file in which child does not meet the age requirement. For example: child must be 3 or 4 by PIR age (August 31st), cannot be 2 or 5. *They can be 2 ONLY if they are an EHS transfer. **OR** If the family lets you know they are no longer interested in the program, reason is documented on Eligibility Comment Sheet. * NOTE: in ChildPlus, status should read as "new".
Flagged Files	Green Team staff will review all files to ensure that all risk factors and family indicators have been labeled on the paper file, Master Tracking Form, and ChildPlus. Assistant Center Managers will monitor all flagged files and assess the family/child need. At a minimum, the ACM and CM will reach out to the Content Specialist whose area it pertains to ensure all required paperwork is in place and that everyone is aware of the situation. A multi-disciplinary meeting will be called to include all Center Management, Content Specialists, and any other affected staff (Transportation, USDA, School District, etc.) to decide best placement and/or plan of action for children with high needs or accommodations. It will be ACM responsibility to ensure that complete follow-up on flagged files is made before the child's first attendance day. There must be close monitoring to ensure flagged files on the waitlist are ready to go in case a slot becomes available and is filled within 30 days. Content Specialists will periodically check the Master Tracking form to stay informed of incoming children with special needs, accommodations, or family situations. During spring enrollment seasons, several ERSEA-Child Placement meetings will be scheduled for status updates on all children and special focus on flagged files.

Eligibility Review:	If the application was completed on paper, the red team staff person must first verify that all the information on paper matches all the information entered in ChildPlus. Red team Staff person must select the applicant in ChildPlus. The ERSEA Checklist (Enrollment Form #3) will be used to help review all aspects of eligibility: 1. Age (Child's legal name and Date of Birth match their birth certificate or other verifying document) 2. Household size and Income Eligibility (copies of income must be in the file) 3. Selection Criteria First, review the Application section, Family Information, Income Story, Getting to Know my Child, and finally the Enrollment Section. Ensure that all supporting documents (copy of birth certificate, copies of income, that names match, risk factors are clearly documented, etc.)
ERSEA Process	A Green Team member will review Eligibility Determination Packets to determine eligibility according to Head Start Performance Standard §1302.12 and will use the ERSEA Checklist (Enrollment #3) to do so. a) In a situation that Eligibility Determination Packet is incomplete or incorrect, packet will be given back to Family Advocate to fix or complete. In Child Plus, status will remain as “new”. b) Once Eligibility Determination Packets are ERSEA reviewed and eligibility has been determined to be correct they will be placed on the waitlist. In Child Plus, status will change from “new” to “waitlist”. Waitlist report will then be ran to determine waitlist numbers. Management staff will then update their Google Drive Enrollment Tracking Form. c) Center Managers, with assistance of the Content Specialists (when needed) will then place children into classrooms according to the Selection Process as stated in the Performance Standards §1302.14. The Enrollment Verification Checklist (Enrollment #4) will first be completed to ensure the next child on the waitlist has <u>everything</u> ready to go so they can be enrolled and attend class. If so, an acceptance letter will be mailed out and a copy will be kept for the child’s file. In Child Plus, status will change from “waitlist” to “accepted”. Management staff will then update their Google Drive Enrollment Tracking Form. d) Acceptance letters will then be sent out to the children that are being signed off as Accepted into a classroom. This means we are expecting them to be in class by the 1st day of attendance. e) On the date the child attends class for the first time, in ChildPlus, status will be changed from “accepted” to “enrolled” and their 30/45/60/90 day timeline will start. Change of Enrollment Status will be sent to appropriate staff by CM/ACM. Management staff will then update their Google Drive Enrollment Tracking Form.

5. Enrollment Agreement Packet

During Spring Enrollment Season: this packet will not be completed until a child has been accepted into a classroom but before they attend class.
During the School Year Season: This packet will be completed at the same time Packet A is being completed.

Enrollment Agreement Packet, hereafter referred to as Packet B	The Enrollment Agreement Packet will consist of: • Permission Form (Child File #17) • Emergency Information Form - EIF (Child File #9) - update if needed • Title 1 Migrant Education Program Form • Take picture of Child for ChildPlus • Copy of parents/guardians driver license • Initial Health History (HDN #20) • Nutrition History and Assessment Preschool (HDN #21) - History part only • Medical Dental Home (HDN #4) • Copy of Insurance Card • CACFP Enrollment Form (USDA #1) • CIS with parent signature, Patient Vaccine Summary Form and any other immunization records • Copy of Request to Primary Provider; Blood Lead Screening (HDN #38) given to parent (**IF** WCE expires within the next two months and if child doesn't meet lead screening requirements). • Completed Lead Testing Consent (HDN #23) • Completed Request for Special Dietary Accommodations (USDA #16) and/or Request for Fluid Milk Substitution (USDA #15) *only if needed • Completed HCP (HDN #14-#17) * use appropriate form depending on HCP need. Only if needed • Completed Medication Consent and Chart (HDN #10) * only if needed • Completed Medical Alert (HDN #42) *only if needed • Copies of Miscellaneous Health Information *only if needed • Toileting Action Plans (Child Development #4) *only if needed • Consent to release (Child File 15) *only if needed • Any copies that you did not receive from Packet A.
Transportation FAQ's	During Spring enrollment season, Basic Information forms will be routed to centers via Pick-up and drop off address. Family Advocates will confirm all pick-up and drop-off addresses in August. The Transportation team will develop bus routes based pick-up and drop-off addresses in August for all accepted children; parent requests/preferences will be taken into consideration but will not be a guarantee. No changes will be made to the bus routes for the first two weeks of program. It will be important for parents to have a pick-up and drop-off address by the designated date set by transportation.
Before end of program wrap-up	All FA's will review what items they have received from parents. If needed they will create a new Parent Letter #6 indicating what items still need to be completed over the summer. (example: immunizations, HCP's, Copy of birth Certificates, Legal Documents, etc.) This letter will be mailed out by the FA's and a copy will be placed in the child's file.

6. Eligibility Duration:

(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 except that the Head Start Program may choose not to enroll a child when there is 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 great need for Head Start services.

Update Returning Children Files	These forms will be completed or updated ONLY for children that are returning from last year. To be eligible to be a “returning applicant”, applicant would have had to finish last program year with “ENROLLED” status, and have attended the program to the end of the year. Otherwise, Eligibility will have to be Re-determined. Children returning for the 3rd consecutive year will also have to re-determine eligibility. NOTE: All applicants that were on the waitlist that did not get served/enrolled that program year will have to REDO ALL Eligibility Determination Packets.
Returning Child Forms	Forms that must be newly completed or updated for eligible returning children: • Mail out new Acceptance Letter (Enrollment #16) • Complete new Permission Form (Child File #17) • Complete new Enrollment Agreement (Enrollment #17) • Complete new Emergency Information Form - EIF (Child File #9) • Updated Child Picture • Updated copy of parent/guardian ID • Copies of current Restraining Orders, Parenting Plans, Custody Papers, etc. • Copy of current IFSP/IEP • CACFP Enrollment Form (USDA #1) - new signature and date • Complete New Request for Special Dietary Accommodations (USDA #16) and/or Request for Fluid Milk Substitution (USDA #15) *only if needed • Consent to release-CTR (Child File 15) *only if needed. • Complete new Health History Annual Update Form (HDN #2) • Complete new Nutrition History and Assessment - Preschool (HDN #21) - History part only • Complete new HCP (HDN #14-#17) Use appropriate form depending on HCP need. *Only if needed • Complete new Medication Consent and Chart (HDN #10) *Only if needed. • Complete new Medical Alert (HDN #42) * Only if needed • Complete new Toileting Action Plans (Children Development #4) * Only if needed • Copy of Medical Dental Home from previous year's file. Staff initial and date any up-dates written in. • Copy of current Insurance Card * update only if needed • Copy of most recent Well Child exam *update only if needed. • Copy of most recent Dental Exam * update only if needed • Copy of most recent CIS and Patient Vaccine Summary Form *update only if needed • Copies of any miscellaneous Health Information * only if needed • If child has not completed all necessary lead screenings: 1. Give parents: Lead Toxicity Information (several options available under Health Forms). 2. Give Parents: Request to Primary Provider; Blood Lead Screening (HDN #38) (IF WCE expires within the next two months and child does not meet lead screening requirements. 3. Complete new Lead Testing Consent (HDN #23)

7. Additional Information:

- All Forms should be filled out by staff, not the parents
- Never have parents sign blank forms
- Please use standard black or blue ink on all forms
- Do not leave any blank sections, answer all questions or write "N/A" if not applicable
- Sign and date all forms as you are completing the form
- To make a correction: draw a single line through the error, add your initials and date, and make the correction. Do not use white out.
- Print off all forms from ESD 105 Website.
- Social Security Numbers should be blacked out.
- Please refer to the Family Enrollment Profile PowerPoint and Income Calculation PowerPoint for additional training material.

8. Records:

All eligibility determination records for each participant will be kept in a two pocket folder until participant is enrolled. Once enrolled, each participant will have a 3-ring binder. Forms and documents must be organized in order according to the Child File Checklist (Child File #8). Please refer to ERSEA Training PowerPoint presentation for specific procedures on all eligibility determination paperwork.

Eligibility determination records for each participant will also be entered into ChildPlus. Please refer to ChildPlus manual for procedures.

9. Training on Eligibility:

All governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures will be trained on methods on how to collect complete and accurate eligibility information from families and third party sources; strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and be explained program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.

Training Timeline:	• The Family Engagement Content Specialist will train management and staff members who make eligibility determinations within 90 days of hiring new staff and on a yearly basis thereafter. • The Family Engagement Content Specialist or designee will train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.

10. 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:	Preschool classrooms will consist of children that are 3-4 years old. Age is determined by PIR Age (August 31st). So if any child is 3 and turns 4 after August 31st, they will still be considered a 3 year old because they were still 3 on August 31st. **Age Ratio:** You have to have more 4 year olds than 3 year olds enrolled in preschool classrooms at all times. • Classrooms with a capacity of 20 will have no more than nine (9) 3-year olds enrolled in their classroom. • Classrooms with a capacity of 17 will have no more than eight (8) 3-year olds enrolled in their classroom.
Other Considerations	• 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.