



First Start Partnerships *for* Children & Families

Please complete the pre-application below. This application may take up to 20 minutes to complete. The information collected will be used solely for the purpose of enrollment. If you need assistance, please call 717-263-8019 during our normal business hours, Monday - Friday, 8:30 am - 4:00 pm.

Parent/Guardian

First Name (Required)

Last Name (Required)

Birthday (Required)

Gender

Email Address (Required)

Confirm Email Address

Mobile Phone

Opt In for Text Messages

Home Phone

Work Phone

Ext.

Highest Grade Completed

Employment Status

Child's Relationship

Address

Is your family experiencing homelessness?

Living Address (Required)

Address Line 2

City (Required)

State (Required)

ZIP (Required)

☒ Mailing Address same as Living Address

Additional Parent/Guardian

Is there another parent/guardian in the family?

No 

Family Information

Number of Parents/Guardians

Relationship to Participant(s)

Primary Language at Home

Number in Family

Gross Annual Income

Is your family receiving cash benefits or other services under the Temporary Assistance for Needy Families (TANF) program?

No 

Is your family receiving Supplemental Security Income (SSI)?

No 

Is your family receiving services from WIC?

No ▾

Is your family receiving services under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps?

No ▾

Is at least one parent/guardian an active duty member of the United States military?

No ▾

Is at least one parent/guardian a veteran of the United States military?

No ▾

Child (Applicant)

First Name (Required)

Middle Name

Last Name (Required)

Suffix

Nickname

Birthday (Required)

Gender

▾

Race

Hispanic**Primary Health Coverage****Does your child have a disability or do you have any concerns about your child's development?****Is there anything else you want to tell us about your child?**

Location Preferences

Which program are you applying for? (Required)

Additional Applicant

Do you want to apply now for another child in your family?

[Add Another Applicant](#)

Thank you for considering partnering with First Start Partnerships to ensure your child arrives ready for kindergarten. Please click 'Submit' to finalize your pre-application. Non-discrimination Statement In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or

reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 Fax: (202) 690-7442 Email: program.intake@usda.gov. First Start Partnerships is an equal opportunity provider and employer.

Submit Application

Email for Document Requests

Subject Line: First Start Partnerships Preschool Application

Homebased Subject Line: First Start Partnerships Home Visiting Application

Dear (First Name)

Thank you for your interest in partnering with First Start Partnerships to ensure name of child(ren) arrives ready for kindergarten. In order to complete the application process please submit the following documentation (via email or text). Once the information has been submitted, we will contact you to complete the enrollment process via in person or phone interview which will last approximately 30 minutes.

Birth certificate or crib card or passport or immunization card or any official document that indicates the child's date of birth (examples: medical record, birth card)

Proof of income (***Previous 12 months***); some examples are W-2 or income tax form for 2022, paystubs, employer letter, etc.; plus any and ALL other forms of income; examples are social security/pension, child support/alimony, unemployment, cash assistance, employee letter, non-court ordered child support letter/note. **If you do not have income please provide us with a signed and dated letter that states you do not receive income.**

Insurance card (medical)

Most recent physical/dental exams

Immunization

Please provide the documents below if they apply to your family.

Homeless: please provide a written statement from a homeless services provider, school personnel or other service agency attesting to homelessness. Or documentation that indicates homelessness; from a public or private agency. If you do not have documentation, please let me know.

SNAP(Food Stamps): please provide a copy of notice of approval, SNAP Determination Letter, other documentation of eligibility or benefits from the SNAP agency, or an Electronic Benefit Transfer (EBT) card with SNAP ID number.

Non-custodial parent-guardianship notarized form or letter

Court order/custody agreement

IEP/IFSP

Foster care documentation

Your timely submission of the documentation is greatly appreciated. If you have any questions. I can be reached at (717) 263-8019 ext. XXX or (717)XXX-XXX. Thank you and I look forward to hearing from you.

Revised January 13, 2023

First Start Partnerships for Children and Families

SELECTION CRITERIA

For

**Head Start, Early Head Start, HSSAP
And Pre K Counts Programs**

Approved by Policy Council January 19, 2021
Approved by BOD February 17, 2021

SELECTION CRITERIA

After securing application with income eligibility verification and age eligibility verification from the families applying for programming, a decision has to be made regarding exactly which families are eligible for enrollment. The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, and sexual orientation. USDA is an equal opportunity provider and employer.

First Start Partnerships for Children and Families (FSP) receives more recruitment applications than available slots each program year. Therefore, an orderly, written procedure must be developed to ensure families with the highest needs have their children enrolled in the appropriate program. Another important aspect of this procedure is that using written selection criteria can eliminate potential conflicts and ensure positive community relationships.

This procedure should be reviewed each year and changed based on the community demographics and needs. The Head Start/Early Head Start screening criteria must be re-evaluated each year by the selection criteria committee and be approved by the Policy Council.

The following policy details the guidelines for their use, the process to be used and the criteria by which each family will be ranked via the ChildPlus database system.

First Start Partnerships for Children and Families

SCREENING CRITERIA FORM

<u>POINTS</u>	<u>HEAD START/ /EARLY HEAD START/ PRE-K COUNTS SHARED CRITERIA</u>
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Eligibility

+200	*Homeless
+100	*Foster Child
+100	*SSI recipients
+100	*TANF recipients (cash only)
+125	Children Transitioning from FSP Early Head Start into Head Start (Income Eligible Only)
+100	100-70% below poverty level
+75	70-40% below poverty level
+50	40-0% below poverty level
+35	Transfer children from other Head Start programs

Age

+50	Age 4 and up
+25	Age 3.5-4

Other Criteria

+20	Child with IFSP/IEP
+10	Child with doctor documented physical/health disability such as severe health impairment or chronic condition
+10	Teen parent (19 years of age or below)
+10	Domestic violence issues during the life of the child
+10	Incarceration of parent/guardian during the life of the child
+10	Homeless during the life of the child (Not currently)
+10	C&Y Involvement
+10	Living with guardian (non-parents) and parents are not residing in household
+10	Non-parent is aged 50 or older
+10	Single parent living alone
+10	*Parents' Educational Level (below a 12 th grade level or no GED)
+10	*Non-English speaking child and family
+10	Parent/guardian with 3 or more children under the age of 6
+10	Death of a family member*
+10	History of substance use during the life of the child

EHS

+ 10	First time parent
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EHS HOME BASED PROGRAM OPTION

+ 50	Pregnant Mother
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Definition:

*Family means all persons living in the same household who are supported by the child's parent(s)' or guardian(s)' income; and are related to the child's parent(s) or guardian(s) by blood, marriage, or adoption; or are the child's authorized caregiver or legal party.

HEAD START SELECTION CRITERIA GUIDELINES

CHILDREN WHO ARE REPEATING FOR A SECOND YEAR

Children are eligible for a second year of services and on rare occasions a third year as long as they are not age eligible for Kindergarten. All children currently being served by FSP are selected first to allow services to continue.

FOSTER CHILDREN, HOMELESS CHILDREN, SSI AND TANF RECIPIENTS

- Foster Children: To be categorically eligible for Head Start services as a “foster child,” a child must be placed in 24 hour substitute care away from their parent/guardian and for whom the state agency has responsibility.
- Homeless children: To be categorically eligible for Head Start services as a “homeless child”, a child must meet the definition in the McKinney-Vento Homeless Assistance Act of 2001.
- SSI & TANF recipients are eligible for the program even if the family income exceeds the income guidelines. These families are still considered low-income as per federal regulations.

CHILDREN WITH EDUCATIONAL DISABILITIES

It is a Head Start Standard that at least ten percent (10%) of enrollment slots are made available to children with educational needs supported by IEP's/IFSP's. Children with special needs who are eligible to repeat for a second year will be counted towards the ten percent enrollment.

AGE AND INCOME ELIGIBLE CHILDREN:

Head Start Standards recognize that families with income levels under 100% of the Federal Poverty Guidelines are eligible for services. According to Head Start guidelines, age & income eligible children from families with the highest needs will receive priority through the selection process. Additional family circumstances, as listed on the Selection Criteria, are also to be taken into account. Recruitment applications will be processed according to the Selection Process Guidelines.

- Families with children who meet the age eligibility and with incomes at 100% or below Federal Poverty level will be selected prior to families with children who meet the age eligibility and with incomes between 100% to 130% of the Federal Poverty level.
- A maximum of ten percent (10%) of enrollment slots may be filled with children between 100% to 130% of the income guidelines set by the Federal government. Determination of whether over income families will be accepted into the program will be based upon space available, lack of income eligible children in a particular area, and the needs of the child and of the family.

HEAD START SELECTION PROCESS GUIDELINES

1. Children eligible for *Head Start/HSSAP* programs must be 3 or 3 years old by September 1st of the given year. FSP encourages all 5 year old children to attend their local kindergarten program. Head Start may serve a child over the age of 5, if it is determined that Head Start is the best placement.

Fannett-Metal	<u>Before September 1</u>	(717) 349-2363
Greencastle/Antrim	<u>Before September 1</u>	(717) 597-2182
Tuscarora	<u>Before September 1</u>	(717) 328-3127
Waynesboro	<u>Before September 1</u>	(717) 762-1191

2. As a means of identification, the ChildPlus data system will assign a unique number for each participant to ensure family information is revealed to only a minimum number of persons. This ensures confidentiality and drastically reduces the potential misuse of personal information. The ChildPlus database will be used to calculate the points for each child for selection.
3. The Screening Criteria will be used to assign points to children and families according to income, age of child, and family circumstances. The children with the highest cumulative points in each site will be accepted, taking into account the minimum number of children with disabilities needed and the maximum number of over-income children allowed.
 - a. In cases where there are even points separating children, children will be accepted based on highest age for the program being selected and then lowest income.
4. Under Head Start guidelines, full enrollment *must* be reached by the first day of the program year.

WAIT LIST GUIDELINES

Children who are not accepted will remain on the wait list until there is an appropriate opening available. The wait list will be ChildPlus generated according to family preferences.

Additional options to fill spots after the beginning of the program year are:

1. Transfer students within the same program will be given priority:
 - a. Circumstances/Need
 - b. Date of Request
 - c. Points
2. If there are no transfers requested:
 - a. The applicant on the site waitlist with the highest points and who is age and income eligible will be offered the slot.
3. If no children are on the site waitlist, FSP will continue offering the slot based on the prioritization of applicants on the School District region list until the slot is filled.
4. In the event there are no age and income eligible children on any program waitlist, providing the child is age eligible, *and* the program has not reached maximum capacity for over income children, an over income applicant may be selected.
5. At the end of the school year, any child still on the waitlist, turning 5 before September 1 of the next school year, will be transitioned to Kindergarten status.
 - a. Applications will be reviewed annually, every 12 months. If a child remains on a waitlist for a full year, their application will be updated.
6. In order to maintain a waiting list for programs, Family Advocates will continuously perform recruitment activities with assistance from all Head Start staff and families.

EHS SELECTION CRITERIA GUIDELINES

CHILDREN WHO ARE REPEATING FOR A SECOND YEAR OR MORE

EHS children are eligible until they reach the age of 3, then eligibility must be verified again.

FOSTER CHILDREN, HOMELESS CHILDREN, SSI AND TANF RECIPIENTS

- Foster Children: To be categorically eligible for Head Start services as a “foster child,” a child must be placed in 24 hour substitute care away from their parent/guardian and for whom the state agency has responsibility.
- Homeless children: To be categorically eligible for Head Start services as a “homeless child”, a child must meet the definition in the McKinney-Vento Homeless Assistance Act of 2001.
- SSI & TANF recipients are eligible for the program even if the family income exceeds the income guidelines. These families are still considered low-income as per federal regulations.

CHILDREN WITH EDUCATIONAL DISABILITIES

It is an Early Head Start mandate that at least ten percent (10%) of enrollment slots are made available to children with educational needs supported by IFSP's. Children with special needs who are eligible to repeat for a subsequent year will be counted towards the ten percent enrollment.

AGE AND INCOME ELIGIBLE CHILDREN:

Early Head Start Standards recognize that families with income levels under 100% of the Federal Poverty Guidelines are eligible for services. According to Early Head Start guidelines, age & income eligible children from families with the highest needs will receive priority through the selection process. Additional family circumstances, as listed on the Selection Criteria, are also to be taken into account. Recruitment applications will be processed according to the Selection Process Guidelines below.

- Families with children who meet the age eligibility and with incomes at 100% or below Federal Poverty level will be selected prior to families with children who meet the age eligibility and with incomes between 100% to 130% of the Federal Poverty level.
- A maximum of ten percent (10%) of enrollment slots may be filled with children whose families fall between 100% to 130% of the income guidelines set by the Federal government. Determination of whether over income families will be accepted into the program will be based upon space available, lack of income eligible children in a particular area, and the needs of the child and of the family.

EHS SELECTION PROCESS GUIDELINES

1. Children eligible for the Early Head Start Program Home-Based Option are from birth to three years old at age of enrollment. Eligible individuals also include pregnant women in any trimester. When a slot becomes available, income eligible pregnant mothers with the highest points should be considered first.

Children eligible for the Early Head Start Program Center-Based Option are from one to three years old at age of enrollment. A child in the Early Head Start program will begin the transition process at two years of age. An Early Head Start child will be enrolled in Head Start as soon as possible after turning three, if determined to be income eligible.

2. As a means of identification, the ChildPlus data system will assign a unique number for each participant to ensure family information is revealed to only a minimum number of persons. This ensures confidentiality and drastically reduces the potential misuse of personal information. The ChildPlus database will be used to calculate the points for each child to be used for selection.
3. The Screening Criteria will be used to assign points to children and families according to income, age of child, and family circumstances. The children with the highest cumulative points in each site will be accepted, taking into account the minimum number of children with disabilities needed and the maximum number of over-income children allowed.
 - a. In cases where there are even points separating children, children will be accepted based on highest age for the program being selected for and then lowest income.

- b. If there are no children listed on a site waitlist, the child with the highest points on the entire EHS waitlist will be offered the next slot. The child could be served by either the Home Visitor in their preferred area provided the Home Visitor does not serve over 12 families, or served by a Home Visitor from another area.
4. Under Early Head Start guidelines, full enrollment levels *must* be maintained at all times.

EHS WAITINGLIST GUIDELINES

Children who are not accepted will remain on the waiting list until there is an appropriate opening available. The waiting list will be ChildPlus generated according to family preferences.

Additional options to fill spots after the beginning of the program year are:

1. Transfer students within the same program will be given priority :
 - a. Circumstances/Need
 - b. Date of Request
 - c. Points
2. If there are no transfers requested:
 - a. The applicant on the site waitlist with the highest points and who is age and income eligible will be offered the slot.
3. If no children are on the waitlist, FSP will continue offering the slot based on the prioritization of applicants on the entire EHS waitlist until the slot is filled.
4. In the event there are no age and income eligible children on the program waitlist, providing the child is age eligible, *and* the program has not reached maximum capacity above 100%, an over income applicant may be selected.
5. Children who are turning 3 years of age before September 1st of the next school year will be added to the Head Start waitlist in January.
 - a. Applications will be reviewed annually, every 12 months. If a child remains on a waitlist for a full year, their application will be updated.
6. For Home Based option only: In order to serve the maximum number of enrolled families allowed by funding, a sibling of an already involved child will remain on wait list and the next family not receiving services with highest points may be selected.
7. In order to maintain a waiting list for programs, Family Advocates and Home Visitors will continuously perform recruitment activities with assistance from all EHS staff and families.

PRE-K COUNTS SELECTION CRITERIA GUIDELINES

CHILDREN WHO ARE REPEATING FOR A SECOND YEAR

According to Pre K Counts Regulations, children are eligible for a second year of service as long as they are not age eligible for Kindergarten. Children are not eligible for a third year of service.

CHILDREN WITH EDUCATIONAL DISABILITIES

A program classroom should reflect the naturally occurring ratio of students with and without developmental delays and disabilities in the area served by the approved provider and should not contain more than 20% of students who have been identified by the start of the program year as having a developmental delay or disability.

AGE AND INCOME ELIGIBLE CHILDREN:

Pre K Counts regulations recognize that families with income levels under 300% of the Federal Poverty Guidelines are eligible for Pre K Counts services. Preference is given to income eligible 4 year olds.

Pre-K COUNTS SELECTION PROCESS GUIDELINES

1. Children eligible for the *Pre K Counts* program must be 3 years old by September 1 of the academic year. Children who are age eligible for kindergarten may not enroll in Pre K Counts.
2. As a means of identification, the ChildPlus data system will assign a unique number for each participant to ensure family information is revealed to only a minimum number of persons. This ensures confidentiality and drastically reduces the potential misuse of personal information. The ChildPlus database will be used to calculate the points for each child to be used for selection.
3. The Screening Criteria will be used to assign points to children and families according to income, age of child, and family circumstances. The children with the highest cumulative points in each site will be accepted into classrooms in that district, assuring the maximum number of children with disabilities does not reach over 20% in any classroom
 - a. In cases where there are even points separating children, children will be accepted based on highest age and then lowest income.
4. Families of children accepted into the program will receive notification with details of the program in which they have been accepted.
5. Pre-K guidelines state a classroom must be fully enrolled by September 1st of the year.

PRE-K COUNTS WAITING LIST GUIDELINES

Children who are not accepted will remain on the waiting list until there is an appropriate opening available. The waiting list will be ChildPlus generated according to family preferences.

Additional options to fill spots after the beginning of the program year are:

1. Transfer students within the same program will be given priority:
 - i. Circumstances/Need of family and program
 - ii. Date of Request
 - iii. Points
2. If there are no transfers requested/available: FSP will continue offering the slot based on the prioritization of applicants on the School District list until the slot is filled.
3. At the end of the school year, any child still on the waitlist, turning 5 before September 1 of the next school year, will be transitioned to Kindergarten status.
4. In order to maintain a waiting list for programs, the Family Engagement Coordinator will continuously perform recruitment activities with assistance from current Pre-K Counts staff and families.