
	DHS Early Head Start Program Policy		
ERSEA 5			
SUBJECT	Selection		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	2/01/2017		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/28/25	Governing Body Approval: 2/20/17	Governing Body Revision: pending
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Policy:

The Early Head Start (EHS) Program, to include both the Early Head Start and the Early Head Start – Child Care Partnership (EHS-CCP) Programs will select children and families with the most need for Head Start services, without regard for race, gender, disability, or creed in accordance with Head Start Performance Standards, Head Start Act, and the DHS Head Start Program ERSEA policies.

If a child is declared eligible, his or her selection will be based on points received from the Selection Criteria Point System which is developed from the Community Assessment and approved by the Policy Council and Governing Body Advisory Committee which holds responsibility of programmatic oversight as it reports to the City Council (Governing Body).

At the beginning of each enrollment year, eligible children will be placed on a waiting list and prioritized according to the Selection Criteria Point System. A minimum of two separate selection events must occur. Selections must not exceed 90% of funded enrollment during the first selection event. A waiting list must continue to be maintained throughout the program year to ensure the children with the most need are selected for the program as slots become available.

Selections must be conducted using the following waitlist priorities:

- **Income Eligible on the waitlist from 0% - 100%**
 - Using the waitlist, developed by the point system, EHS program will first select only children whose family income is at or below 100% of the Federal Poverty Guideline or those who are eligible for or, in the absence of childcare, would be potentially eligible for public assistance; or children who are homeless or in foster care.
- **Income Eligible on the waitlist from 101%-130%**
 - EHS may select up to 35% of families who do not meet the Income Eligible criteria above. These selections may occur after demonstrating all income eligible children, families eligible for or in the absence of childcare, would be potentially.

eligible for public assistance, children who are homeless, in foster care, and children with disabilities on the waitlist have been selected.

- **Over Income on the waitlist 131% and above**
 - EHS must receive approval from the DHS Head Start Program Administrator prior to selecting an over income child. Total participants accepted for this selection must not exceed 10% of the program funded enrollment. Excluding this priority, the EHS program may select over- income children after demonstrating they have conducted outreach and exhausted all resources to enroll income eligible children, families eligible for or in the absence of childcare, would be potentially eligible for public assistance, children who are homeless or in foster care.

Selection Priority Groups:

- **Priority 1 - Children with Disabilities-** To comply with Head Start's requirement of having 10 percent of actual enrollment be children with an identified disability or delay, the program must give priority to children with a suspected disability or delay as identified by Part C of IDEA program during the selection process. This priority stays in effect until 10 percent of enrolled children are children with disabilities or delays and will be granted as follows:
 1. Income eligible children from 0-100% Federal Poverty Guideline with a current Individualized Family Service Plan (IFSP)
 2. Income eligible children from 101 – 130% Federal Poverty Guideline with a current Individualized Family Service Plan (IFSP)
 3. Over income children from 131% and above Federal Poverty Guideline with a current Individualized Family Service Plan (IFSP)

All, IFSPs and letters from licensed professionals must be reviewed and verified by the EHS Disability Coordinator. All supporting documentation must be scanned and attached in Child Plus.

- **Priority 2 - Income eligible child receiving Childcare Subsidies (CCS) -** To comply with the EHS-CCP grant requirements of having a minimum of 25 percent of actual enrollment be children dually enrolled in the CCS program the program must give priority to children receiving CCS. This priority stays in effect until 25% of enrolled children are children dually enrolled in CCS and will be granted as follows:
 4. Income eligible children from 0-100% Federal Poverty Guideline
 5. Income eligible children from 101 – 130% Federal Poverty Guideline

Over income children from 131% and above Federal Poverty Guideline

Exception:

Once the 10 percent disability enrollment number has been met for the program year, CCS children will move to Priority 1 to ensure the 25 percent has been reached and is maintained.

Tiebreaker

In cases where families have the same point total for the same slot, priority will be given to the younger child.

Performance Standard:

1302.14