

DHS/DH		DHS, Head Start Program Policy		
ERSEA 2				
SUBJECT	Eligibility			
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE	11/27/24			
Policy Council Approval: 11/19/19	Policy Council Revision: 1/28/25	Governing Body Approval: 12/13/19	Governing Body Revision: pending	
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Policy:

The application process must be completed prior to determining a child’s eligibility into the Head Start Program and include requirements described in age, service area, and income sections below:

- **Age:**
 - DHS Head Start Educational Service Providers must verify age. Children must be at least 3 years old or turn 3 years old on or before September 1st and be no older than the age required to attend school to be eligible for Head Start Preschool services. Exceptions may be made for children with disabilities.

- **Service Area:**
 - Children applying for the DHS Head Start Preschool Program must be eligible for enrollment within Edgewood or San Antonio Independent School Districts.

- **Income:**
 - Family’s income is equal to or below the 100 % poverty guideline: or
 - Family is eligible for or in the absence of childcare would be potentially eligible for public assistance, including TANF child only payments; or
 - Children who are in foster/kinship care or children who are homeless are eligible for the Head Start Programs services regardless of income.
 - If a child transitions from an EHS Program to a Head Start Program, the family’s income must be re-verified.

- **Additional Allowances:**
 - Families with an income at or below 130% of the *Federal Poverty Guidelines* may be eligible for enrollment in the Head Start Program if the program has exhausted all efforts to recruit and enroll all eligible children. The total number

of families with income between 101%-130% of the *Federal Poverty Guidelines* must not exceed 35% of the total funded enrollment.

- Families with an income above 130% of the *Federal Poverty Guidelines* may be eligible for enrollment in the Head Start Program. The total number of families with an income above 130% of the *Federal Poverty Guidelines* must not exceed 10% of total funded enrollment. Children accepted above the 130% of the *Federal Poverty Guideline* must be approved by the DHS Head Start grant recipient's administrator.
- A program may make an adjustment to a family's gross income calculation for the purposes of determining eligibility to account for excessive housing costs. A program may use available bills, bank statements, and other relevant documentation provided by the family to calculate total annual housing costs with appropriate multipliers to:
 - A) Determine if a family spends more than 30 percent of their total gross income on housing costs; and
 - B) If applicable, reduce the total gross income by the amount spent on housing costs that exceed more than 30 percent.

Performance Standard:

1302.12;