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|  | <b>DHS Early Head Start Program<br/>Policy</b>                  |   |  |
| <b>ERSEA 2</b>  |   |   |   |
| <b>SUBJECT</b>  | Eligibility   |   |   |
| <b>REFERENCE</b>  | Eligibility, Recruitment, Selection, Enrollment, and Attendance |   |   |
| <b>EFFECTIVE</b>  | <del>02/01/2017</del> <u>2/1/2025</u>                           |   |   |
| <b>Policy Council<br/>Approval: 1/24/17</b>                                       | <b>Policy Council<br/>Revision: 1/25/22</b>                     | <b>Governing Body<br/>Approval: 2/20/17</b> | <b>Governing Body<br/>Revision: 2/24/22</b>   |
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**Policy:**

The application process must be completed prior to determining a child’s eligibility into the Early Head Start (EHS) Program, to include both the Early Head Start (EHS) and the Early Head Start – Childcare Partnership (EHS-CCP) programs and include requirements described in age, service area and income.

- **Age:**
  - A child must be an infant or toddler younger than three years old. A child may remain in EHS, following his or her third birthday, until he or she can transition into the DHS’ Head Start Program. Children not transitioning into the DHS’ Head Start Program Start may remain in the program until the end of the term.
  
- **Service Area:**
  - Children applying for the EHS-CCP program must reside or the parents/guardians work within the San Antonio or Edgewood Independent School Districts (ISD) or qualify under the McKinney Vento Act.
  - Children applying for the EHS program in the Edgewood ISD service area, must reside within ~~the Edgewood Independent School District~~ISD or qualify under the McKinney Vento Act.
  - Children applying for the EHS program in the San Antonio ISD service area, must reside within ~~San Antonio ISD~~ or qualify under the McKinney Vento Act.
  - Children applying for the EHS Home Based program must reside within the Edgewood ISD or San Antonio ISD or qualify under the McKinney Vento Act.
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- **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 EHS program regardless of income.

- If a child moves from an EHS to a Head Start Preschool 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 Programs 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 Administrator grant recipient 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:
  - Determine if a family spends more than 30 percent of their total gross income on housing costs; and
  - If applicable, reduce the total gross income by the amount spent on housing costs that exceed more than 30 percent.

**Performance Standard:**

1302.12

- **Additional Allowances:**

- Families with an income at or below 130% of the *Federal Poverty Guidelines* may be eligible for enrollment in the Head Start Programs. 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 Programs. The total number of families with an income above 130% of the *Federal Poverty Guidelines* must not to exceed 10% of total funded enrollment. Children accepted above the 130% of the Federal Poverty Guideline must be approved by the grantee's administrator.

**Performance Standard:**

1302.12