
	DHS, Head Start Program Policy		
ERSEA 8			
SUBJECT	Enrollment		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	11/27/24		
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:

All forms must be completed, and any necessary documents obtained prior to enrollment of a child in Head Start programs.

Each provider will be fully enrolled within 30 days of program start date and must fill any vacancies within 30 days.

If a child is determined eligible and is enrolled in the Head Start Preschool program, he or she remains eligible through that enrollment year and the immediate succeeding enrollment year; however, all children must go through the re-certification process prior to enrolling for a third year.

- Only children with a documented disability and Individualized Education Plan (IEP) may maintain enrollment in Head Start Preschool for a third year. The Education Service Provider will develop and implement procedures to ensure appropriate enrollment documentation requirements are met to include reverification of income.

Education Service Providers may reserve slots for children experiencing homelessness and children in foster care when a vacancy occurs. No more than three percent (3%) of funded enrollment slots may be reserved.

- Educational Service Providers must fill all reserved slots within 30 days. If not filled, the slots then become vacant. From the time the reserved slots become vacant, the Education Service Provider must fill the slots as soon as possible, not to exceed 30 days.

Performance Standard:
1302.15