Approval of the 2022-2023 Head Start and EHS Program ERSEA Policy Updates

HEAD START
City of San Antonio
Department of Human Services

HEAD START

	DHS, Head Start Program Policy	
	ERSEA 5	
SUBJECT	Selection	
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance	
EFFECTIVE	02/01/2020	

Policy Council Approval: 12/17/19	**Policy Council Revision:** 12/17/19	**Governing Body Approval:** 3/5/20	**Governing Body Revision:** 3/5/20

Policy:

DHS Head Start Program 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 Program Performance Standards, Head Start Act, and the DHS Head Start Program ERSEA policies.

If a child is declared eligible, their 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 the 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 three separate selection events must occur. Selections must not exceed 90% of funded enrollment during the first two selection events. 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, Education Service Providers will first select 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 experiencing homelessness or in foster care.

- **Income Eligible on the waitlist from 101%-130%**

    Education Service Providers may select up to 35% of families who do not meet the Income Eligible criteria above.   These selections may occur after demonstrating to the City 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, in foster care, and children with disabilities.

- **Over Income on the waitlist 131% and above**
    - Education Service Providers must receive approval from the City Head Start Program Administrator prior to selecting an over income child unless the child has a diagnosed or suspected disability. Total participants accepted for this selection must not exceed 10% of the program funded enrollment. Excluding this priority, Education Service Providers may select over-income children after demonstrating to the City 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 Exceptions:

- **Children with Disabilities**
    - To comply with Head Start's requirement of having 10 percent of actual enrollment be children with diagnosed disabilities, Education Service Providers must give first priority to children with diagnosed disabilities during the selection process. This priority will stay in effect until 10percent of enrolled children are children with disabilities and will be granted as follows:

        1. Income eligible children from 0-100% Federal Poverty Guideline with diagnosed disabilities with a current Individualized Education Plan (IEP).
        2. Income eligible children from 101-130% Federal Poverty Guideline with diagnosed disabilities with a current Individualized Education Plan (IEP).
        3. Over income children (over 130% Federal Poverty Guideline) with diagnosed disabilities with a current Individualized Education Plan (IEP).
        4. Income eligible children from 0-100% Federal Poverty Guideline with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/or letter from a licensed professional.
        5. Over income eligible children from 101-130% Federal Poverty Guideline with suspected disabilities with a current Individualized

Family Service Plan (IFSP) and/or letter from a licensed professional.

6. Over income children (over 130% Federal Poverty Guideline) with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/or letter from a licensed professional.

All IEPs, IFSPs and letters from a licensed professional must be reviewed and verified by the Education Service Provider's Disability Coordinator. All supporting documentation must be scanned and attached in Child Plus.

- **Children identified as Limited English Proficient (LEP)**
  - To place children who speak a language other than English in the appropriate language classrooms, the Education Service Providers may create a bilingual classroom. At the point a classroom is designated as bilingual and, in order to fill all vacancies in that classroom, Education Service Providers may select the next child identified as LEP on their waiting list even if that child has fewer points or is over-income.

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

- **Bilingual/Dual Language Classrooms**
  - Children must be determined as English Language Learners to participate in a dual language/bilingual classroom. Education Service Providers must develop and implement procedures to determine if a child is identified as an English Language Learner.   Education Service Providers will select children and place in a language appropriate classroom based the child's completed Home Language Survey.   Education Service Providers will develop a system to test English Language Learners and must not create barriers for enrollment.

Performance Standard(s):
1302.14

Head Start Act:
Sec. 642 (c) (2)(d) (ii)

City Policy:
ERSEA 5

	DHS, Head Start Program Policy	

ERSEA 8			
SUBJECT	Enrollment		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2020		
Policy Council Approval: 11/19/19	**Policy Council Revision:** 11/19/19	**Governing Body Approval:** 12/13/19	**Governing Body Revision:** 12/13/19
			PAGE: 1 of 2

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 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 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

EARLY HEAD START

	2022-2023 Early Head Start Policy Index	Change Required?	Description of Revisions Required
Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)			
1	Determining Community Strengths and Needs	Yes	Minor word changes; no change to policy
2	Eligibility	Yes	Minor word changes; no change to policy
4	Recruimtment of Children	Yes	Change monitoring system to tracking system, no change to policy
5	Selections	Yes	Revised sentence structure; no change to policy
8	Enrollment	Yes	Add: EHS may reserve slots for children experiencing homelessness and children in foster care when a vacancy occurs. No more than three percent of funded enrollment slots may be reserved. Took out: Children with a documented Individual Family Service Plan (IFSP) may be enrolled in EHS Program.
9	Attendance	Yes	Minor word changes; no change to policy

10		Suspension and Expulsion	Yes	Minor word changes; no change to policy
11		Policy on Fees	Yes	Minor word changes; no change to policy
12		2022-2023 EHS-CCP Selection Criteria Point Matrix 2022-2023 EHS Selection Criteria Point Matrix	No	No Changes

ERSEA 1			
SUBJECT	Determining Community Strengths & Needs		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/17/2017		
Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
			PAGE: 1 of 2

Policy:

The Head Start Program, which includes both the Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) programs, will perform a Community Assessment once over the five-year grant period with annual updates. Results from the Community Assessment will be used to ensure community strengths, needs, and resources are identified and adequately integrated. Results from the Community Assessment and updates will be analyzed, as required by Head Start Performance Standards.

Results from the Community Assessment will be used annually to reassess long and short-range objectives; program option and services provided; center locations; and criteria that assign priority to children and families.

The Community Assessment will include information related to:

- Number of children experiencing homelessness and foster care
- Availability of publicly funded full day pre-kindergarten
- Availability of early childhood programs in the community
- Availability of state and other publicly funded preschool
- Demographic data on Head Start eligible children and families
- Children with disabilities, including types of disabilities services
- Education, health, nutrition and social service needs of Head Start eligible children and their families including prevalent social or economic factors impacting their well-being
- Typical work, school and training schedules of parents with eligible children
- Child development, childcare centers, family child care programs, publicly funded state and local preschools and approximate number of eligible children served
- Community resources and strengths

If resources are determined to be inadequate to meet the needs of the entire service area, the EHS program will request permission from the Federal Regional Office to revise the recruitment

area to select the areas that have the greatest need for EHS program services, as determined by the Community Assessment.

Community Assessments and all updates will be approved by the Head Start Policy Council   and Governing Body Advisory Committee which holds responsibility of programmatic oversight as it reports to the City Council (Governing Body).

Performance Standard:
1302.11

	DHS Early Head Start Program Policy	

ERSEA 2			
SUBJECT	Eligibility		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
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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 or qualify under the McKinney Vento Act.
    - Children applying for the EHS program must reside within the Edgewood Independent School District or qualify under the McKinney Vento Act.

- **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 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. 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

	DHS Early Head Start Program Policy	

ERSEA 4	
SUBJECT	Recruitment of Children
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance
EFFECTIVE	02/17/2017

Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
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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 and Child Care Service providers will actively locate and recruit families most in need of EHS services including children with disabilities, those who are experiencing homelessness, in foster care, children receiving Child Care Subsidies (for the EHS-CCP program), and other vulnerable children.

A recruitment plan will be developed each year and approved by the Head Start Policy Council and Governing Body Advisory Committee which holds responsibility of programmatic oversight as it reports to the City Council (Governing Body).

The EHS Program will publicize the recruitment areas to enhance the likelihood that eligible families and children will apply for the program.

Recruitment materials will be available in the applicant's native language or where possible staff will be available to communicate with families in their native language.

The EHS program must maintain a tracking system for recruitment and report on all recruitment efforts.

Performance Standard:
1302.13

Head Start Act: Sec. 642 (b)(11)

	DHS Early Head Start Program Policy	

ERSEA 5	
SUBJECT	Selection
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance
EFFECTIVE	02/01/2017

Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
			PAGE: 1 of 2

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 unless the child has a current IFSP. 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 Exceptions:

- **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 12 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 from101 – 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.

- **Income Eligible child receiving Child Care Subsidies (CCS)** (101 – 130% Federal Poverty Guideline)- exclusive to the EHS-CCP program.

- **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

	DHS Early Head Start Program Policy	
	ERSEA 10	
SUBJECT	Suspension and Expulsion	
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance	
EFFECTIVE	02/01/2017	

Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
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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 prohibits Child Care Service Providers from suspending, expelling, or un-enrolling a child from an EHS program due to a child's behavior. Exceptions to this policy may be considered on a case-by-case basis. Consultation with the Grantee's Mental Health Coordinator, Education Coordinator, in collaboration with the parents, must be conducted to determine if the child's enrollment presents a safety threat to the child or other enrolled children. Other community resources should be considered if appropriate. Exceptions must be submitted to the Head Start Administrator and approved prior to any action.

Performance Standard:
1302.17 (a) (b)

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	DHS Early Head Start Program Policy	

	ERSEA 11	
SUBJECT	Policy on Fees	
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance	
EFFECTIVE	02/01/2017	

Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
			PAGE: 1 of 1

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 does not charge any fees for participation in the program. EHS Child Care Service Providers may not request parents to provide any supplies, materials, money, or other items including snacks for special celebrations or events. Teachers may accept donations for special celebrations or events but cannot exclude a child's participation of events contingent on donations.

Child Care Service Providers may charge a parent fee to those participants who are dually enrolled in the Child Care Subsidies (CCS) program as set by the CCS program. The family's ability to pay the CCS copayment must not affect their participation in the EHS-CCP program.

Performance Standard:
1302.18

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ERSEA 1		
SUBJECT	Determining Community Strengths & Needs	
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance	
EFFECTIVE	02/17/2017	

Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21

Policy:

The Head Start Program, which includes both the Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) programs, will perform a Community Assessment once over the five-year grant period with annual updates. Results from the Community Assessment will be used to ensure community strengths, needs, and resources are identified and adequately integrated. Results from the Community Assessment and updates will be analyzed, as required by Head Start Performance Standards.

Results from the Community Assessment will be used annually to reassess long and short-range objectives; program option and services provided; center locations; and criteria that assign priority to children and families.

The Community Assessment will include information related to:

- Number of children experiencing homelessness and foster care
- Availability of publicly funded full day pre-kindergarten
- Availability of early childhood programs in the community
- Availability of state and other publicly funded preschool
- Demographic data on Head Start eligible children and families
- Children with disabilities, including types of disabilities services
- Education, health, nutrition and social service needs of Head Start eligible children and their families including prevalent social or economic factors impacting their well-being
- Typical work, school and training schedules of parents with eligible children
- Child development, childcare centers, family child care programs, publicly funded state and local preschools and approximate number of eligible children served
- Community resources and strengths

If resources are determined to be inadequate to meet the needs of the entire service area, the Early Head StartEHS program will request permission from the Federal Regional Office to revise

the recruitment area to select the areas that have the greatest need for EHS program services, as determined by the Community Assessment.

Community Assessments and all updates will be approved by the Head Start Policy Council and Governing Body Advisory Committee which holds responsibility of programmatic oversight as it reports to the City Council (Governing Body).

Performance Standard:
1302.11

	DHS Early Head Start Program Policy	
	ERSEA 4	
SUBJECT	Recruitment of Children	
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance	
EFFECTIVE	02/17/2017	
Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
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A recruitment plan will be developed each year and approved by the Head Start Policy Council and Governing Body Advisory Committee which holds responsibility of programmatic oversight as it reports to the City Council (Governing Body).

The EHS Program will publicize the recruitment areas to enhance the likelihood that eligible families and children will apply for the program.

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The EHS program must maintain a ~~monitoring~~ tracking system for recruitment and report on all recruitment efforts.

Performance Standard:
1302.13

Head Start Act: Sec. 642 (b)(11)

	DHS Early Head Start Program Policy	

ERSEA 5			
SUBJECT	Selection		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
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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 waiting list must be maintained throughout the program year to ensure the children with the most need are selected for the program,~~ Aa 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.

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

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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.

- **Income Eligible child receiving Child Care Subsidies (CCS)** (101 – 130% Federal Poverty Guideline)- exclusive to the EHS-CCP program.

- **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

	DHS Early Head Start Program Policy	

ERSEA 8

SUBJECT	Enrollment
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance
EFFECTIVE	02/01/2017

Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
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Policy:

All application forms must be completed, and all necessary documents obtained prior to enrollment of a child in Early Head Start (EHS) program, to include both t~T~he Early Head Start and the Early Head Start – Child Care Partnership (EHS-CCP) program~s~.

Each childcare service provider will be fully enrolled within 30 days of program start date. Enrollment opportunities must be filled within 30 days.

If a child is determined eligible and is enrolled in the EHS program, he or she remains eligible while participating in the program.

EHS may reserve slots for children experiencing homelessness and children in foster care when a vacancy occurs. No more than three percent of funded enrollment slots may be reserved. ~Children with a documented Individual Family Service Plan (IFSP) may be enrolled in the EHS Program.~

Commented [CF(1): This sentence just seems random. It's a true statement just seems out of place. Is there a point to having it here?

Performance Standard:
1302.15

	DHS Early Head Start Program Policy	

ERSEA-9			
SUBJECT	Attendance		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2017		
Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
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Policy:

The Early Head Start (EHS) Program, to include both the Early Head Start center-based and the Early Head Start – Child Care Partnership (EHS-CCP) programs will ensure daily attendance is recorded in the Child Plus data entry tracking system.

- EHS must implement a process to attempt to contact the parent/guardian for any unexpected absences to ensure the child's well-being.

- EHS program will provide support efforts to promote the child's regular attendance.

- EHS program will emphasize and provide information about to promote the benefits of regular attendance, support families to promote address barriers preventing regular attendance, and assist families with referrals for services that will enhance attendance.

- EHS program will conduct a home visit or other direct contact with child's parent/guardian if child has two consecutive unexplained absences.

- Within the first 60 days of the program year and thereafter, the EHS program must conduct an analysis utilizing individual child attendance data to identify children at risk of missing 10% of program days per year. The EHS program must then identify reasons for absenteeism and develop strategies to improve attendance of children at risk. Strategies may include direct contact with parents or intensive case management. All efforts and contact with parents must be documented in Child Plus.

- In circumstances where chronic absenteeism persists and the program has made appropriate efforts to reengage the family and attendance does not improve, the child's slot may be then considered vacant with the Head Start Administrator's authorization.

When the monthly average daily attendance rate falls below 85%, the EHS- program must analyze the causes of absenteeism and determine the systematic issues contributing to the program's absentee rate. A process must be implemented, utilizing absenteeism data, to identify program strengths and needs and implement a plan to continuously evaluate compliance of performance standards.

The EHS-~~CCP~~ program must support homeless eligible children by allowing attendance up to 90 days, or as allowed under state licensing requirements, without immunization and other records. Programs must give families reasonable time to present documents and work with families to obtain immunizations to comply with state requirements.

The EHS-~~CCP~~ program must utilize community resources, where possible, to provide transportation to homeless children experiencing absenteeism due to transportation to and from their child care center.

EHS Home-Based Program

Attendance is viewed as a family's participation in a home visit with a designated Home Visitor.

Children enrolled in the home-based option will have a minimum of 46 home visits during the program year.

The EHS program will make up planned home visits that are canceled by the program, and to the extent possible, attempt to make up planned home visits cancelled or missed by the family.

Medical or social service appointments may not replace planned group socializations activities or home visits.

Performance Standard(s):
1302.16 (a)(1-3)(b); 1302.102 (b-c)

	DHS Early Head Start Program Policy	
	ERSEA 10	
SUBJECT	Suspension and Expulsion	
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance	
EFFECTIVE	02/01/2017	

Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision:** 3/25/21
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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 prohibits Child Care Service Providers from suspending, expelling, or un-enrolling a child from an EHS program due to a child's behavior. Exceptions to this policy may be considered on a case- by- case basis. Consultation with the Grantee's Mental Health Coordinator, Education Coordinator, in collaboration with the parents, must be conducted to determine if the child's enrollment presents a safety threat to the child or other enrolled children. Other community resources should be considered if appropriate. Exceptions must be submitted to the Head Start Administrator and approved prior to any action.

Performance Standard:
1302.17 (a) (b)

	DHS Early Head Start Program Policy	
	ERSEA 11	

SUBJECT	Policy on Fees
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance
EFFECTIVE	02/01/2017

Policy Council Approval: 1/26/21	**Policy Council Revision:** 1/26/21	**Governing Body Approval:** 3/25/21	**Governing Body Revision**: 3/25/21
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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 does not charge any fees for participation in the program. EHS Child Care Service Providers may not request parents to provide any supplies, materials, money, or other items including snacks for special celebrations or events. Teachers may accept donations for special celebrations or events but cannot exclude a child's participation of events contingent on donations.

Child Care Service Providers may charge a parent fee to those participants who are dually enrolled in the Child Care Subsidies (CCS) program as set by the CCS program. The family's ability to pay the CCS copayment must not affect their participation in the EHS-CCP program.

Performance Standard:
1302.18