



10. Approval of the 2025-2026 Head Start and EHS Program ERSEA Policy Updates

	DHS, Head Start Program Policy		
ERSEA 1			
SUBJECT	Determining Community Strengths & Needs		
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
PAGE: 1 of 2			

Policy:

The Head Start Program will perform a comprehensive Community Assessment once over the five-year grant period with annual updates, as necessary. 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; service areas, program options and services provided; center locations; and criteria that assign eligibility priority to children and families.

The Community Assessment and updates 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 and services.
- Education, health, nutrition, and social service needs of Head Start eligible children and their families including prevalent social or economic factors, challenges, and barriers to program participation such as transportation needs
- Typical work, school, and training schedules of parents with eligible children
- Child development, childcare centers, family childcare programs, publicly funded state and local preschools and approximate number of eligible children served and their ages
- Communication methods and modalities available that best engage with prospective and enrolled families
- Community resources; gaps and strengths in areas such as transportation, culturally appropriate and responsive supports, housing, food, and employment assistance



If resources are determined to be inadequate to meet the needs of the entire service area, the Head Start Program will select the areas that have the greatest need for Head Start Program services.

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; Head Start Act Sec. 642 (b) (11) (e) (1)

DHSDH

	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
PAGE: 1 of 2			

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;

	DHS, Head Start Program Policy		
ERSEA 5			
SUBJECT	Selection		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	11/24/24		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/28/25	Governing Body Approval: 2/20/17	Governing Body Revision: pending
PAGE: 1 of 3			

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. 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 experiencing homelessness or in foster care.

Selection Exceptions:

- **Children with Disabilities**

- To comply with Head Start Performance Standard's requirement of having 10 percent of enrolled children be eligible for services under IDEA, Education Service Providers must give first priority to children with diagnosed disabilities during the selection process. This priority will stay in effect until 10 percent 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. 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.
- **Bilingual/Dual Language Classrooms**
 - 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 on 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.
- **Tiebreaker**
 - In cases where families have the same point total for the same slot, priority will be given to the oldest child.

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	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
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 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

2025-2026 Head Start  Policy Index		Change Required?	Description of Revisions Required
Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)			
	ERSEA 1	Yes	Added language from updated Performance Standard
	ERSEA 2	Yes	Added language from updated Performance Standard. Included Excessive Housing cost guidance per updated HS Performance Standard 1302.12(i)(1)(ii).
	ERSEA 5	Yes	Corrected Children with Disabilities Line Item 5. Should read Income Eligible children and not over-income eligible children. Removed the word "funded."
	ERSEA 8	Yes	Added language from updated Performance Standard
	ERSEA 9	no	Corrected word (scheduled to schedule)

	DHS, Head Start Program Policy		
ERSEA 1			
SUBJECT	Determining Community Strengths & Needs		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/17/2020 <u>11/27/24</u>		
Policy Council Approval: 11/19/19	Policy Council Revision: 11/19/19	Governing Body Approval: 12/13/19	Governing Body Revision: 12/13/19
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Policy:

The Head Start Program will perform a comprehensive Community Assessment once over the five-year grant period with annual updates, as necessary. 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; service areas, program options and services provided; center locations; and criteria that assign eligibility priority to children and families.

The Community Assessment and updates 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 and services
- Education, health, nutrition, and social service needs of Head Start eligible children and their families including prevalent social or economic factors, challenges, and barriers to program participation such as transportation needs impacting their well-being
- Typical work, school, and training schedules of parents with eligible children
- Child development, childcare centers, family childcare programs, publicly funded state and local preschools and approximate number of eligible children served and their ages
- Communication methods and modalities available that best engage with prospective and enrolled families in accessible ways
- Community resources; gaps and strengths in areas such as transportation, culturally appropriate and responsive supports, housing, food, and employment assistance

If resources are determined to be inadequate to meet the needs of the entire service area, the Head Start Program will select the areas that have the greatest need for Head Start Program services.

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; Head Start Act Sec. 642 (b) (11) (e) (1)

		DHS, Head Start Program Policy		
ERSEA 2				
SUBJECT	Eligibility			
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE	<u>11/27/2402/01/2020</u>			
Policy Council Approval: 11/19/19	Policy Council Revision: 01/25/22	Governing Body Approval: 12/13/19	Governing Body Revision: 2/24/22	
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Policy:

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- **Age:**
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- **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
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 - 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 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.

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 - A) Determine if a family spends more than 30 percent of their total gross income on housing costs; and
 - A)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; ~~City Policy~~ ERSEA-4

	DHS, Head Start Program Policy		
ERSEA 5			
SUBJECT	Selection		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2020		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/23/24	Governing Body Approval: 2/20/17	Governing Body Revision: 1/18/24
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Policy:

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Selection Exceptions:

- **Children with Disabilities**

- To comply with Head Start Performance Standard's requirement of having 10 percent of ~~funded total enrollment be~~ children ~~with be~~ eligible for services under IDEA 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 10 percent of ~~funded~~ 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.
- **Bilingual/Dual Language Classrooms**
 - 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 on 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.
- **Tiebreaker**
 - In cases where families have the same point total for the same slot, priority will be given to the ~~oldest~~ younger child.

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 <u>11/27/24</u>		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/25/22	Governing Body Approval: 2/20/17	Governing Body Revision: 2/24/22
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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

	DHS Early Head Start Program Policy		
ERSEA 1			
SUBJECT	Determining Community Strengths & Needs		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	2/1/2025		
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 Head Start Program, which includes both the Early Head Start (EHS) and Early Head Start-Child Care Partnership (EHS-CCP) programs, will perform a comprehensive Community Assessment once over the five-year grant period with annual updates as necessary. 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, challenges, and barriers to program participation such as transportation needs
- Typical work, school, and training schedules of parents with eligible children
- Child development, childcare centers, family childcare programs, publicly funded state and local preschools and approximate number of eligible children served and their ages
- Communication methods and modalities available that best engage with prospective and enrolled families
- Community resources; to include gaps and strengths in areas such as transportation, culturally appropriate and responsive supports, housing, food and employment assistance.



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	2/1/2025		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/28/25	Governing Body Approval: 2/20/17	Governing Body Revision: pending
PAGE: 1 of 2			

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 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 Edgewood 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.
- **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

	DHS Early Head Start Program Policy		
ERSEA 3			
SUBJECT	Training		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2025		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/28/25	Governing Body Approval: 2/20/17	Governing Body Revision: pending
PAGE: 1 of 1			



Policy:

The Head Start Program will develop a system to provide training on Head Start Preschool and Early Head Start, to include both the Early Head Start and the Early Head Start – Child Care Partnership eligibility, Head Start Program Performance Standards and ERSEA policies and procedures that include at a minimum the following:

- Annual training for Head Start Administrator, management staff, and any staff who determine Head Start eligibility to include:
 - Methods on how to collect and complete eligibility documentation from families and third-party sources,
 - Strategies for treating families with dignity and respect and dealing with possible issues of domestic violence, stigma, and privacy; and,
 - Program policies, procedures, and actions taken against staff, families or participants who provide false information.
- Training for any staff member who determines Head Start eligibility within 90 days of hire,
- Training for Governing Body and Policy Council members within 180 days of the beginning of a term, and
- Maintain all training records, including sign in sheets, agendas, and training materials.

Performance Standard:

1302.12 (m) (1-4)

	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
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. 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

	DHS Early Head Start Program Policy		
ERSEA 10			
SUBJECT	Suspension and Expulsion		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2025		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/28/25	Governing Body Approval: 2/20/17	Governing Body Revision: pending
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, prohibits Child Care Service Providers from suspending, expelling, or un-enrolling a child from an EHS program due to a child’s behavior.

Consultation with the Recipient'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 to this policy may be considered on a case- by- case basis or where there is a serious safety threat. Any 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 1			
SUBJECT	Determining Community Strengths & Needs		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	2/17/2017 <u>2/1/2025</u>		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/25/22	Governing Body Approval: 2/20/17	Governing Body Revision: 2/24/22
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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 comprehensive Community Assessment once over the five-year grant period with annual updates as necessary. 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, challenges, and barriers to program participation such as transportation needs impacting their well-being
- Typical work, school, and training schedules of parents with eligible children
- Child development, childcare centers, family childcare programs, publicly funded state and local preschools and approximate number of eligible children served and their ages
- Communication methods and modalities available that best engage with prospective and enrolled families
- Community resources, to include gaps and strengths in areas such as transportation, culturally appropriate and responsive supports, housing, food and employment

assitanceassistance.



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 <u>2/1/2025</u>		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/25/22	Governing Body Approval: 2/20/17	Governing Body Revision: 2/24/22
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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 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.
 -
- **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

	DHS Early Head Start Program Policy		
ERSEA 3			
SUBJECT	Training		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/20 25 ¹⁷		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/26/21	Governing Body Approval: 2/20/17	Governing Body Revision: 3/25/21
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Policy:

The Head Start Program will develop a system to provide training on Head Start Preschool and Early Head Start, to include both the Early Head Start and the Early Head Start – Child Care Partnership eligibility, Head Start Program Performance Standards and ERSEA policies and procedures that include at a minimum the following:

- Annual training for Head Start Administrator, ~~Directors~~, management staff, and any staff who determine Head Start eligibility to include:
 - Methods on how to collect and complete eligibility documentation from families and third-party sources,
 - Strategies for treating families with dignity and respect and dealing with possible issues of domestic violence, stigma, and privacy; and,
 - Program policies, procedures, and actions taken against staff, families or participants who provide false information.
- Training for any staff member who determines Head Start eligibility within 90 days of hire.₂
- Training for Governing Body and Policy Council members within 180 days of the beginning of a term, and
- Maintain all training records, including sign in sheets, agendas, and training materials.₂

Performance Standard:

1302.12 (m) (1-4)

	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: 1/25/22	Governing Body Approval: 2/20/17	Governing Body Revision: 2/24/22
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. 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~~Exeptions~~:

- **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 Child Care 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: (101—130% Federal Poverty Guideline)—exclusive to the EHS-CCP program.**
 4. Income eligible children from 0-100% Federal Poverty Guideline
 5. Income eligible children from 101 – 130% Federal Poverty Guideline
 - 4.—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 ~~and 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

	DHS Early Head Start Program Policy		
ERSEA 10			
SUBJECT	Suspension and Expulsion		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/20 25 ¹⁷		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/25/22	Governing Body Approval: 2/20/17	Governing Body Revision: 2/24/22
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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 where there is a serious safety threat.~~

Consultation with the Recipient'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 to this policy may be considered on a case- by- case basis or where there is a serious safety threat. ~~Exceptions, Any exceptions-~~ must be submitted to the Head Start Administrator and approved prior to any action.

Performance Standard:

1302.17 (a) (b)

<div> <div> <div>2025-2026 Early Head Start</div> <div>  </div> </div> <div>Index</div> <div>Policy</div> </div>		Change Required?	Description of Revisions Required
Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)			
	ERSEA 1	Yes	Added language from updated Performance Standard
	ERSEA 2	Yes	Updated Service Area children must live when applying for the EHS or EHS-CCP programs. Added Additional Allowances to align with Head Start Performance Standards terminology. Included updated Performance Standard guidance 1302.12(i)(1)(ii) Verifying Eligibility on adjusting for excessive housing cost when applicable.
	ERSEA 3	Yes	Added the word “Preschool” to Head Start Program to align with updated Head Start Performance Standards terminology. Removed Directors under Annual training.
	ERSEA 5	Yes	Revised sentence structure to be clear exceptions will only be made where there is a serious safety risk as outlined the Head Start Performance Standards.
	ERSEA 10	Yes	Revised sentence structure to be clear exceptions will only be made where there is a serious safety risk as outlined the Head Start Performance Standards.