



Approval of the Head Start and EHS-CCP ERSEA Policy Update



HEAD START

| | | | | |
|---|---|--|--|---|
|  | | DHS, Head Start Program Policy | |  |
| ERSEA 2 | | | | |
| SUBJECT | Eligibility | | | |
| 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:

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:**
 - 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 services. Exceptions may be made for children with disabilities.
- **Service Area:**
 - Children applying for the Head Start 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 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. 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 grantee's administrator.

Performance Standard:

1302.12; City Policy ERSEA 4

| | | | | | |
|---|--|---|--|---|--|
|  | | DHS, Head Start Program Policy | |  | |
| ERSEA 2 | | | | | |
| SUBJECT | | Eligibility | | | |
| 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 | |
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 - Children applying for the Head Start Program must be eligible for enrollment within Edgewood or San Antonio Independent School Districts.
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 - 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-~~CCP~~ 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.

- Families with an income above 130% of the *Federal Poverty Guidelines* may be eligible for enrollment in the Head Start Program. 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 grantee's administrator.

Performance Standard:

1302.12; City Policy ERSEA 4

***EARLY HEAD START
CHILD CARE PARTNERSHIP
(EHS-CCP)***

| | | | |
|---|---|---|---|
|  | DHS Early Head Start Program Policy | |  |
| ERSEA 2 | | | |
| SUBJECT | Eligibility | | |
| REFERENCE | Eligibility, Recruitment, Selection, Enrollment, and Attendance | | |
| EFFECTIVE | 02/01/2017 | | |
| Policy Council Approval: 1/24/17 | Policy Council Revision: 1/25/22 | Governing Body Approval: 2/20/17 | Governing Body Revision: 2/24/22 |
| PAGE: 1 of 2 | | | |

Policy:

The 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 or qualify under the McKinney Vento Act.
 - Children applying for the EHS – Center Based program must reside within the Edgewood Independent School District or qualify under the McKinney Vento Act.
 - Children applying for the EHS – Home Based program must reside in Edgewood Independent School District (EISD) or the San Antonio Independent School District or qualify under McKinney Vento Act. The EISD in conjunction with the City of San Antonio DHS may choose to enroll children from other school districts specifically for the Home-Based program.
- **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 children 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 without an Individual Family Service Plan (IFSP) or with a documented suspected disability provided by a licensed professional must be approved by the DHS Head Start Administrator.

Performance Standard:

1302.12

| | | | |
|---|---|---|---|
|  | DHS Early Head Start Program Policy | |  |
| ERSEA 2 | | | |
| SUBJECT | Eligibility | | |
| REFERENCE | Eligibility, Recruitment, Selection, Enrollment, and Attendance | | |
| EFFECTIVE | 02/01/2017 | | |
| Policy Council Approval: 1/24/17 | Policy Council Revision: 1/25/22 | Governing Body Approval: 2/20/17 | Governing Body Revision: 2/24/22 |
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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 – Center Based program must reside within the Edgewood Independent School District or qualify under the McKinney Vento Act.
- Children applying for the EHS – Home Based program must reside in Edgewood Independent School District (EISD) or the San Antonio Independent School District or qualify under McKinney Vento Act, ~~or Northside Independent School District pending approval.~~ The EISD in conjunction with the City of San Antonio DHS may choose to enroll children from other school districts specifically for the ~~Home-Based~~ Home-Based program.

- **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~~ children 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 without an Individual Family Service Plan (IFSP) or with a documented suspected disability provided by a licensed professional must be approved by the ~~grantee's grant recipient~~ DHS Head Start Administrator.

Performance Standard:

1302.12

| | | | |
|---|---|---|---|
|  | DHS Early Head Start Program Policy | |  |
| ERSEA 3 | | | |
| SUBJECT | Training | | |
| REFERENCE | Eligibility, Recruitment, Selection, Enrollment, and Attendance | | |
| EFFECTIVE | 02/01/2017 | | |
| 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 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
 - 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
- 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 3 | | | |
| SUBJECT | Training | | |
| REFERENCE | Eligibility, Recruitment, Selection, Enrollment, and Attendance | | |
| EFFECTIVE | 02/01/2017 | | |
| Policy Council Approval: 1/24/17 | Policy Council Revision: 1/26/21 | Governing Body Approval: 2/20/17 | Governing Body Revision: 3/25/21 |
| PAGE: 1 of 1 | | | |



Policy:

The Head Start Program will develop a system to provide training on ~~Head Start 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
 - 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
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- 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: 1/25/22 | 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 (GoverningBody).

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 prioritize 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 or documented suspected disability provided by a licensed professional.. 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 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.

- **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 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 |
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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).

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- **Income Eligible on the waitlist from 0% - 100%**
 - Using the waitlist, developed by the point system, EHS program will [first select only prioritize](#) 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

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 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.

- **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 | 2/01/2017 | | |
| Policy Council Approval: 1/24/17 | Policy Council Revision: 1/26/21 | Governing Body Approval: 2/20/17 | Governing Body Revision: 3/25/21 |
| PAGE: 1 of 1 | | | |

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 the Early Head Start and the Early Head Start – Child Care Partnership (EHS-CCP) programs.



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. If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled as soon as possible not to exceed 30 days.

Performance Standard:

1302.15

| | | | |
|---|---|---|--|
|  | DHS Early Head Start Program Policy | |  |
| ERSEA 8 | | | |
| SUBJECT | Enrollment | | |
| REFERENCE | Eligibility, Recruitment, Selection, Enrollment, and Attendance | | |
| EFFECTIVE | 2/01/2017 | | |
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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. Reserved slots must be filled within 30 days. Reserved slots. If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled as soon as possible not to exceed 30 days.

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Performance Standard:

1302.15



2023-2024 Early Head Start
Policy Index

Change
Required?

Description of Revisions Required

Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)

| | | | |
|---|-------------|-----|---|
| 2 | Eligibility | Yes | Add - Children applying for the EHS-Home Based program may reside in Edgewood Independent School District or the San Antonio Independent School District, or qualify under McKinney Vento Act. The EISD in conjunction with the City of San Antonio DHS may choose to enroll children from other school districts specifically for the Home-Based program. Change families to children Add - without an Individual Family Service Plan (IFSP) or with a documented suspected disability provided by a licensed professional. Change the grantee's grant recipient to DHS Head Start Administrator |
| 3 | Training | Yes | Take out wording that will not change the policy. |
| 5 | Selection | Yes | Wording changes that will not change the policy. Add "or documented suspected disability provided by a licensed professional". |
| 8 | Enrollment | Yes | Add - "If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled as soon as possible not to exceed 30 days". |