

Related Entries: (Not identified at this time)

Head Start Eligibility, Recruitment, Selection and Enrollment

In compliance with Head Start Performance Standards, 45 Code of Federal Regulations (CFR), Part 1305 on Eligibility Recruitment, Selection and Enrollment, the following criteria has been developed.

(1) Eligibility

All applicants must complete the Lee County Head Start / Early Head Start application and submit proof of age and income to determine eligibility.

(2) Age Criteria (Head Start)

(a) Children who reach the age of four on or before September 1 are eligible for services during that school year.

(b) Children who reach the age of three on or before September 1 are eligible for services in 4-year old classrooms during that school year, if they meet one of the categories listed below:

1. Successful completion of the Early Head Start Program
2. Contracted community sites
3. Not enough qualified applications of 4-year olds to fill a school site

(c) Classes for 3-year olds will be filled from the following categories.

1. Early Head Start transition
2. Exceptional Student Education
3. Early Head Start abandoned wait list
4. Sibling of a currently enrolled 4-year old child
5. L.A.M.P. nurseries
6. Sibling of a 4-year old child on the waiting list

- 46 (3) Age Criteria (Early Head Start)
47
48 (a) Children from birth to three years of age on or before September 1 are
49 eligible for service during that school year.
50
51 (b) Pregnant mothers are eligible to apply and will receive comprehensive
52 services including but not limited to: prenatal, postnatal, neonatal education
53 with mental health support.
54
55 (c) Pregnant women, upon delivery, will continue to receive services through the
56 enrollment of their newborn child into Early Head Start.
57
- 58 (4) Income Criteria
59
60 (a) At least seventy percent (70%) of the Head Start and Early Head Start
61 designated children must be from families whose income is at or below
62 100% poverty level (including those with no income).
63
64 (b) Families are also eligible if they meet one of the categories listed below
65 (even if the family income exceeds the income guidelines):
66
67 1. Family receives public assistance – Temporary Aid Assistance to
68 Needy Families (TANF) or Supplemental Social Security Income
69 (SSI).
70
71 2. Child has a diagnosed disability.
72
73 3. Child is homeless as defined by the McKinney-Vento Homeless
74 Assistance Act.
75
76 4. Once a Head Start (HS) child has been found eligible, he or she
77 remains eligible for Head Start for the current and succeeding
78 enrollment year.
79
80 5. Once an Early Head Start (EHS) child is found eligible, he or she
81 remains eligible for Early Head Start until program completion.
82
83 6. Early Head Start children applying to attend HS will be approved as a
84 general rule. When they are over the income guidelines, Early Head
85 Start may request an eligibility waiver from the Policy Council
86 regarding income. The Policy Council would then weigh only evidence
87 of need for the individual child.
88
89 7. Child has been placed with a relative caregiver by the Florida
90 Department of Children and Families (DCF), or parent has signed a
91 notarized statement giving the relative guardianship.
92

- 93 (c) Over-income families must fall into one of the categories above and may not
94 exceed ten percent (10%) of total funded enrollment.
95
- 96 (d) The Federal Office of Management and Budget also establishes the income
97 guidelines for the 130% poverty level. Families in this income level may be
98 accepted, but only after thorough recruiting efforts are made and those in the
99 100% level are not able to completely fill the classes. No more than 30% of
100 Head Start children may come from this income level.
101
- 102 (5) Disability Criteria
103
- 104 (a) At least ten percent (10%) of the enrollment will be made available to
105 children with disabilities.
106
- 107 (b) For Head Start, children identified with delays through the Exceptional
108 Student Education (ESE) department with a current Individualized Education
109 Plan (IEP) may be served jointly through both programs as outlined by a
110 memorandum of agreement.
111
- 112 (c) For Early Head Start, children identified with delays through the Early
113 Intervention Program EIP/Part C (Early Steps) program with a current
114 Individualized Family Support Plan (IFSP) may be served jointly through both
115 programs as outlined by a memorandum of agreement.
116
- 117 (6) Recruitment
118
- 119 Recruiting activities for new children will be proactive and occur year round with
120 special focus on areas of highest need found in the Community Assessment and
121 those sites accepting families at the 130% income level. Activities are detailed in
122 the Family Service Plan.
123
- 124 (7) Selection
125
- 126 (a) All applications must be evaluated to determine eligibility for the program.
127
- 128 (b) Of those eligible children, priority is given to those who have the greatest
129 need for Head Start services based on annually revised/approved enrollment
130 criteria.
131
- 132 (c) To ensure the most appropriate placement, individual success and safety of
133 all children, it is the policy of Head Start to inquire about the previous
134 experiences of children applying for admission into the program.
135
- 136 In some cases, coordination between parents/guardians and Head Start staff
137 may be necessary to make a determination of appropriate placement and/or
138 referral.
139

- 140 (8) Enrollment
- 141
- 142 (a) All documents must be complete before a child may enroll into the program.
- 143
- 144 (b) As vacancies occur, replacements will be made within 30 days to maintain
- 145 funded enrollment.
- 146
- 147 (9) Approval
- 148
- 149 (a) The Policy Council reviews the Community Assessment to provide input
- 150 regarding classroom locations and selection priorities for the upcoming year.
- 151
- 152 (b) The Family Services' Eligibility and Selection Committee review the Eligibility,
- 153 Recruitment, Selection and Enrollment Criteria as well as the list of priority
- 154 factors from the previous year and make recommendations for revision as
- 155 necessary.
- 156
- 157 (c) The Committee's recommendations are presented to the Policy Council
- 158 Executive Board for their feedback prior to the Policy Council meeting.
- 159
- 160 (d) The Executive Board's recommendations are presented to the full Policy
- 161 Council for approval.
- 162
- 163 (e) The Policy Council's recommendations are presented to the Lee County
- 164 School Board, as governing body, for approval.
- 165
- 166 (10) Priority Selection Criteria
- 167

Description	Points
Income	
Income eligible or eligible for: TANF, SSI, ESE, Speech, EHS, relative caregiver, Homeless and Foster Care	60
Income eligible (101 – 130%)	12
Parental Situation (Select one)	
Foster parents	60
Guardian other than natural parent	40
Teen parent (age of mother when child was born)	30
Single parent	20
Disability	
ESE: Full time on individual Educational Plan (IEP) from District, 3-4 year olds.	60
Individual Family Support Plan (IFSP) for birth to three	60
ESE: Part Time on IEP by District	20
Delay suspected (screening results)	15

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Other factors	
Child has participated in EHS/HS/LAMP	60
Parent currently enrolled in LAMP	60
DCF Protective Services or Domestic Violence	30
Counseling for child or family member	30
Homeless (District definition) & living in a shelter or car	40
Homeless (District definition) & living with friends/family	30
Foreclosure property notice within the past twelve (12) months	20
Eviction notice within the past twelve (12) months	20
Parental disability that affects child's cognitive development	30
Prenatal exposure to alcohol or drugs	30
Parent incarcerated	30
8th grade education or less	30
12 th grade education or less (no GED or diploma)	20
Severe health problem of child	20
The child speaks no English	10
Child enrolled in EHS/HS out of county during current year	10
Military Family	30
Early Head Start Age of child	
Premature or low birth weight	30
Prenatal – 6 months	20
7 month – 12 months	15
13 months – 18 months	10
19 months - 24 months	5

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172 **STATUTORY AUTHORITY:** 1001.42, 1001.43, F.S.; and 45 CFR part 1305

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174 Adopted: 10/19/10

175 Revised: 1/31/12