



## EHS/HS/ECEAP

### Enrollment

- (a) *Funded enrollment.* A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days. HS 1302.15
- (b) *Continuity of enrollment.* (1) A program must make efforts to maintain enrollment of eligible children for the following year.
- (2) Under exceptional circumstances, a program may maintain a child's enrollment in Head Start for a third year, provided that family income is verified again. A program may maintain a child's enrollment in Early Head Start. HS 1302.12(j)(2).
- (3) If a program serves homeless children or children in foster care, it must make efforts to maintain the child's enrollment regardless of whether the family or child moves to a different service area, or transition the child to a program in a different service area, according to the family's needs. HS 1302.72(a)
- (c) *Reserved slots.* If a program determines from the community assessment there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs. No more than three percent of a program's 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 in accordance with paragraph (a) of this section.
- (d) *Other enrollment.* Children from diverse economic backgrounds who are funded with other sources, including private pay, are not considered part of a program's eligible funded enrollment.
- (e) *State immunization enrollment requirements.* A program must comply with state immunization enrollment and attendance requirements, with the exception of homeless children. HS 1302.16(c) (1).
- (f) *Voluntary parent participation.* Parent participation in any program activity is voluntary, including consent for data sharing, and is not required as a condition of the child's enrollment.

Early Head Start/Head Start will maintain its funded enrollment level throughout the year and fill any vacancy as soon as possible and no later than 30 calendar days from the vacancy date. If a vacancy occurs or a potential vacancy will be occurring, direct service staff must inform the ERSEA Coordinator Assistants and the ERSEA Program Manager **within 48 hours** in order to fill the vacancy within 30 days. Staff maintaining waitlists will provide the child/prenatal family that is next on the wait list based on selection criteria points to the direct service staff for them to make contact and initiate services.

Reasonable efforts should be made for a family to respond to initial inquiries about taking the open slot before proceeding to the next child/prenatal family on the wait list. Please notify ERSEA Program Manager **within 48 hours** if not able to make contact with family. For part-year programs, if a vacancy occurs less than 30 days prior to the last day of class, it may not be necessary to fill the slot. Staff still need to inform the ERSEA Coordinator Assistants and the ERSEA Program Manager that this vacancy will occur.

The program will make every effort to maintain enrollment for eligible children for the following year in Head Start and make effort to continue services for Head Start children for a third year as available after verifying eligibility. The program Selection Criteria prioritizes children/families experiencing homelessness or those in foster care to ensure the program is serving those with the highest need.

ECEAP ENROLLMENT PAO-51 & PAO-52

- (1) Contractors must enroll children who are available to attend during scheduled class hours, with the exception of temporary illness or other reasons communicated by the family.
- (2) Contractors must begin classes no later than Sept. 30 of each state fiscal year.
- (3) Fill each funded slot within 30 calendar days.
- (4) Consider a slot full with a child attends class in person.