

EHS/HS/ECEAP Selection Process

(a) *Selection criteria.*

(1) A program must annually establish selection criteria that weighs the prioritization of selection of participants. Based on community needs identified in the community needs assessment, HS 1302.11(b). And including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 *et seq.*) and, other relevant family or child risk factors.

(2) If a program serves migrant or seasonal families, it must select participants according to criteria in paragraph (a)(1) of this section, and give priority to children whose families can demonstrate they have relocated frequently within the past two-years to pursue agricultural work.

(3) If a program operates in a service area where Head Start eligible children can enroll in high-quality publicly funded pre-kindergarten for a full school day, the program must prioritize younger children as part of the selection criteria in paragraph (a)(1) of this section. If this priority would disrupt partnerships with local education agencies, then it is not required. An American Indian and Alaska Native or Migrant or Seasonal Head Start program must consider whether such prioritization is appropriate in their community.

(4) A program must not deny enrollment based on a disability or chronic health condition or its severity.

(b) *Children eligible for services under IDEA.* (1) A program must ensure children eligible for services under IDEA fill 10 percent of its total funded enrollment, unless the responsible HHS official grants a waiver.

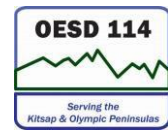
(2) If the requirement in paragraph (b)(1) of this section has been met, children eligible for services under IDEA should be prioritized for the available slots in accordance with the program's selection criteria described in paragraph (a) of this section.

(c) *Waiting lists.* A program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection criteria.

Overview:

When a family contacts the program for the first time, staff completes a Selection Criteria Worksheet for each family. The selection criteria is entered into ChildPlus to start the prioritization process for each family that has applied. After trained staff have verified eligibility, this additional information is entered into the data base system, which places children on a wait list based on the selection criteria points. This ensures that we are placing children in programs with the highest points, providing assurance that our program is serving those most in need. Selection Criteria are derived from the Community Needs Assessment and community trends to assure we are basing our services on those with the highest need in our community. Space for over income slots may be available for children who are over income and have the highest points based on selection criteria with permission from the ERSEA Program Manager.

The ERSEA Coordinator Assistants, ERSEA Program Manager and Child Development Program Manager ensure that at least 10 percent of enrollment opportunities are available to children with disabilities. We work in partnership with Part B and Part C to ensure the program is meeting the needs of families and the performance standard. Policy Council and the OESD 114 Board approve the Selection Criteria annually.



Selection Criteria Worksheet

Because we are a federal/state program, we are required to enroll families with the highest need. Our program enrolls families based on a variety of factors including age, income, and child and family circumstances that are each assigned a number. The total number then becomes the family's Selection Criteria number initiating their place on the wait lists of their choice in order of highest number (those most in need) first. HS 1302.14. For ECEAP children this priority point system is built into ELMS. This point system is based on: a) state law regarding priority for children in eligible and allowable categories and b) DCYF research on the impact of risk factors on school readiness and success.

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Procedure:

- Whenever possible returning children or children transitioning from Early Head Start are given priority over other children.
- Children already enrolled in the program, but transferring to another site receive priority over other children that are on the waitlist.
- Children with an income level of 100% FPL to 110% FPL are given priority for ECEAP.
- Children with an IEP and an income above 100% are given priority for ECEAP first.
- Returning children will be selected first based on eligibility with those being 100% FPL (110% for ECEAP) selected first, followed by up to 130% FPL and ECEAP children with IEP's.
- Returning children exceeding the income guidelines will be selected based on priority up to 30 days before the start of the new program year.
- New children exceeding income guidelines will be selected last to fill in remaining slots based on priority, risk factors, and location up to but not exceeding program allowable over-income slots.
- All families will be notified of their placement prior to starting.

The Selection Criteria Worksheet is completed at the time the Intake Application is completed. Selection Criteria Worksheet points are entered into ChildPlus along with the rest of the family information. Selection Criteria are verified by ERSEA Coordinator Assistants, Family Services Staff and Home Visitors when eligibility documentation is supplied and an in person interview is conducted with the family.

Wait List Applications Procedures

Waitlists are maintained and managed by trained staff to ensure that families are prioritized based on selection criteria points HS 1302.14(c). Completed wait list applications will be maintained at the OESD building, Early Learning Dept., in Room 143. On-going recruitment efforts ensure that each program develops a wait list at the beginning of each year and maintains an active wait list throughout the year to ensure vacancies are filled as they become available. If a family no longer wishes to be on the active wait list, their name will be withdrawn and their documentation archived. In ECEAP prioritized wait lists in managed by ELMS, staff must complete the prescreen in ELMS for all children on the waiting list. EC PAO-50