

EHS/HS/ECEAP

Selection

(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; b) DCYF research on the impact of risk factors on school readiness and success; and c) Child age, with priority for children who are within one year of kindergarten age. ECEAP PAO-48

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 are not subject to selection by priority but are moved ahead of another non-enrolled child being selected.
- Children with an income at or below 36% SMI, present/past experiencing homelessness, present/past child welfare system, tribal child with income at or below 100% SMI, Children with an IEP, and a family with income that exceeds 36% of the SMI (ESE) and impacted by specific prioritization factors identified by DCYF that are linked by research to school performance are given priority for ECEAP.
- Returning children will be selected first based on eligibility with those being 100% FPL (36% SMI for ECEAP) selected first, followed by up to 130% FPL (50% SMI for ECEAP) 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.

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.

Accepted Procedures

1. Early Head Start/Head Start/ECEAP 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. HS 1302.15 ECEAP PAO-52
2. Staff maintaining waitlists will provide the child/prenatal family that is next on the waitlist 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.
3. Once a child/family has been assigned (accepted) to Family Advocate or Home Visitor they will attempt to connect with family to begin enrollment. Please document all attempts to connect with family in Enrollment Notes AND notify ERSEA Program Manager and your Supervisor within 48 hours if NOT able to make contact with family to strategize next steps.

4. Once enrolled, if there are two consecutive days with no contact from the family, direct service staff will conduct a home visit. If a child stops attending class and every effort described in the Performance Standards and procedure has been exhausted, direct service staff will initiate contact with the Family Services Program Manager/Education Manager and ERSEA Manager to develop a plan for the next steps. A letter will be sent to the family requesting contact no more than 5 days after the letter should be delivered. If the family does not initiate contact within that time, the slot will be considered vacant and this will be their LAST DATE OF SERVICE.
5. 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 24 hours in order to fill the vacancy within 30 days.**
6. Staff/Supervisors/Program Manager will work with CP Admin team to create reports and To-Do lists which will support monitoring and oversight of currently accepted children into enrolled status.
7. ERSEA Team will monitor accepted and attendance To-Do Lists/reports and will meet with Site Supervisors/ Family Services Manager monthly to discuss attendance/potential vacancies and currently accepted families.
8. 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.**
9. 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.

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). Complete wait list applications will be maintained in ChildPlus and ELMS. 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 are managed in ELMS, staff must complete the prescreen in ELMS for all children on the waiting list, and staff must remove a child from waiting lists in ELMS when they learn the child no longer needs services or has enrolled in Head Start. ELMS will remove children when they are no longer age-eligible. ECEAP PAO-50