**OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE**
**PROCEDURES AND CRITERIA FOR RECRUITING, SELECTING AND ENROLLING**
**CHILDREN**

**2520P**

## ELIGIBILITY

**Intake Application Form**
The Intake Application Form for all program options are completed either by department secretaries in the OESD office or enrolling staff. This process also applies to faxed referrals from Department of Child and Family Services (DCFS) or other community agencies, or upon receipt of a Program Inquiry Form.

1.  While speaking to the family either on the phone or in person, complete the Intake Application Form and Selection Worksheet. ***Note: If you are not at the OESD office, send to office within 3 days.***
2.  Office secretaries enter information into PROMIS; send a letter to the family and note date on Intake Application Form.
3.  Original Intake Application Form is placed in master waitlist file in OESD office; copy is given to each site preference.
4.  Advocate receives copy of Intake Application Form and contacts parent within 10 days to verify eligibility and selection criteria information and explain waitlist system.

RENUMBERED:  January 21, 2016, from 5120P

**Eligibility Criteria Table**

*Eligibility at a glance: ensure that you refer to and follow all of the Eligibility Procedures*

| Head Start | ECEAP | EHS |
|---|---|---|
| Program 4 year olds | Program 4 year olds | Prenatal, infants, and toddlers |
| 3 year olds can be enrolled based on selection points if we meet class size requirement | We must exhaust eligible 4 year olds on wait list and conduct extraordinary recruitment efforts before enrolling 3 year old children; & consult Family Services Coordinator | Classroom size limited to 8 infants |
| SSI – Auto eligible | | SSI – Auto eligible |
| Foster Child – Auto eligible | Foster Child – Auto Eligible | Foster Child – Auto eligible |
| State Child Care Subsidy – Auto eligible | IEP – Auto Eligible | State Child Care Subsidy – Auto eligible |
| TANF Cash Grant – Auto Eligible | TANF Cash Grant– Auto Eligible | TANF Cash Grant – Auto Eligible |
| Homeless – Auto Eligible | | Homeless – Auto eligible |
| Income up to 100% FPL (see current table) | Income up to 110% FPL (see current table) | |
| Income between 100-130% FPL-must consult with Family Services Coordinator | | Income between 100-130% FPL-must consult with Family Services Coordinator |
| 10% over income – consult with Family Services Coordinator – priority given to children on IEP – consult with Disabilities Coord | Other developmental and environmental factors for families not income eligible – see attached guidelines | 10% over income – consult with Early Head Start Coordinator |

| | | |
|---|---|---|
| 3 year olds who turn 3 after August 31 can be enrolled Feb 1 and only after consulting Family Services Coordinator | | Most Program Options are population specific-see attached guidelines |
| Military – see specific HS/EHS military income procedures | Military – see specific ECEAP military income procedures | Military-see specific HS/EHS military income procedures |

**Calculate income by dividing the family's income by the current Federal Poverty Guideline (100% FPL), monthly or yearly.**

**ECEAP Eligibility Requirements**

- Eligible children who are 4 years old, (PY-4), but not yet 5 years old by August 31$^{st}$ of the school year are given first priority (ECEAP PS B-15)
- Families with incomes up to 110% of the Federal Poverty Guidelines
- Families with incomes over 110% of the Federal Poverty Guidelines (limit of 10% often reserved for children with disabilities, and families impacted by either:
    - Developmental factors, such as development delay or disability; or
    - Environmental factors, such as domestic violence, chemical dependency, child protective services involvement, or other factors affecting school success.
- Eligible children who turn 3 by August 31 may be enrolled, but first exhaust all eligible 4 year olds and conduct an extraordinary recruitment, and consult with the Family Services Coordinator.
- Children with an IEP are automatically eligible and are not counted as over-income (children with disabilities must comprise at least 10% of total ECEAP enrollment

**ECEAP Income Eligibility Requirements**

**ECEAP** Performance Standard (PS) B-14
In **ECEAP**, income eligibility must be determined using the annual income for either the previous calendar year or the twelve months prior to enrollment, whichever best reflects the family's current financial circumstances.

Under certain circumstances, last month's or current month's income may be used to determine eligibility.
- This applies when recent income is significantly decreased due to death, divorce, unexpected job loss, or similar circumstance. The reason for this exception must be documented on the ECEAP Child Enrollment Form (CEF) so it can be entered in EMS.
- When monthly income is used for eligibility, annual income must still be verified and entered in EMS.

**ECEAP Definition of Family** PS B-14
All persons living in the household with the ECEAP child who share finances and are related to the child's parent by blood, marriage adoption or legal obligation to provide support are included in the definition of family. For families temporarily sharing housing with relatives or others, do not count the host

The following **counts** as income in the above definition of family:
- Wages or salary before taxes and deductions for all adults.
- Net income from self-employment for all adults.
- Cash amounts to adults or children such as alimony, annuity payments, child support, Emergency Assistance cash payments, foster care grant, insurance payments that are regular (not one-time), retirement or pension payments, scholarships/grants/fellowships for living expenses, Social Security, strike benefits, Supplemental Security, Income, TANF grants including "Non-Needy Relative" or "In Loco Parentis" or "Legal Guardianship" grants, training stipends, Unemployment or Workers Compensation, veteran's benefits (except children or disabled Vietnam veterans) or other regular support from an absent family member or someone not living in the household.
- Interest and dividends, periodic receipts from estates or trusts, net gambling or lottery winnings

The following **does not count** as family income:
- Assets drawn down, such as cash from sale of an asset or bank withdrawals
- Capital gains
- Child support payments to another household for a non-ECEAP child. (Subtract from income.)
- Disability payments made to disabled children of Vietnam veterans as prescribed by the Secretary of Veteran's Affairs
- Food or housing received in lieu of wages
- Non-cash benefits, such as food stamps, housing assistance, Medicaid, Medicare, school lunches, employer-paid fringe benefits
- One-time gifts, loans, lump-sum inheritances, insurance payments, or compensations for injury
- Tax Refunds

**Head Start & Early Head Start Eligibility Requirements**

- Families with incomes up to 100% of the Federal Poverty Guidelines
- Families with incomes between 100% - 130% of the Federal Poverty Guidelines may be enrolled (limit to 35% of total enrollment) if extraordinary recruitment and outreach has determined this need.  Contact with the Family Services Coordinator is required prior to enrolling a child within this income guideline.
- Families with incomes over 100% of the Federal Poverty Guidelines can be enrolled according to their selection criteria and there are no age- and income-eligible  3 or 4 year olds on the wait list (limit of 10% of enrollment & oftentimes reserved for children with disabilities)
- Children may be transitioned from Early Head Start to Head Start with a transition plan prepared by staff and parents around the child's third birthday.
- A child with an IEP, who has turned 3 after August 31st, may be enrolled as of their third birthday if that child is referred by the school district special education program or transitions from Holly Ridge Center.
- A child who turns 3 after August 31 may be enrolled mid-year on or after January 1.  Office of Head Start guidance Policy Clarification, (OHS-PC-I-001)
- Children with disabilities must comprise at least 10% of total Head Start & Early Head Start enrollment.
- Homeless children are <u>automatically eligible</u> if they meet one of the criteria as defined by the McKinney-Vento Act listed as follows:
    - Sharing the housing of others due to loss of housing, economic hardship, or a similar reason;
    - Living in a motel, campground or trailer due to the lack of an adequate alternative;
    - Staying in a shelter or transitional housing program; and
    - Living in a car, park, abandoned building, bus station, or other public place.

**Additional Eligibility Requirements for Specific Program Options:**
Applications for the Discovery Center EHS, Olympic College EHS, Olympic College HS and home based EHS options are handled by the designated enrolling staff as site specific eligibility criteria apply:

- ★ Discovery EHS Center: Eligible applicants must be a pregnant or parenting student enrolled at the Discovery Alternative School.
- ★ Discovery EHS Home Based option: Eligible applicants must be a pregnant or parenting student in the South Kitsap school district. The Discovery Early Head Start Home Visitor may also enroll from the Givens EHS wait list and from the community when no eligible Discovery and SK schools wait list is exhausted.
- ★ Olympic College EHS: Parent must be enrolled as an Olympic College student. Community applicants may be considered if the center has exhausted all possibilities of enrolling an OC student.
- ★ Olympic College HS: Parent must be enrolled as an Olympic College student. Community applicants may be considered if the center has exhausted all possibilities of enrolling an OC student.
- ★ Pregnancy to Employment/Holly Ridge Center home based option: Applicant must be receiving income from a TANF funded program including but not limited to the Pregnancy to Employment program. Participants from Holly Ridge must have an active IFSP.

Head Start ARRA/EHS ARRA
★ Head Start Home-Based (ARRA)
  ★ Guatemalan families, living in Kitsap County Note:  In the event that enrollment drops below 12 and there are no Guatemalan families on the waitlist, Spanish-speaking families associated with the Kitsap Immigrant Assistance Center or on the waitlist will then be recruited/given priority. (12)
  ★ Nollwood families living in Nollwood Public housing, Bremerton, Note:  In the event that enrollment drops below 12 and there are no families living in Nollwood Public Housing on the waitlist, families associated with the Kitsap County Consolidated Housing or families residing in Kitsap County will then be recruited/given priority. (12)
  ★ South Kitsap School District families:  families living in South Kitsap School District with priority to Burley-Glenwood Elementary catchment area followed by Olalla Elementary catchment area (12)

EHS Home-Based (ARRA)
  ★ Olympic College:  Olympic College students who are pregnant or have infants and toddlers (4)
  ★ Health District:  Pregnant mothers and fathers and families with infants and toddlers throughout Kitsap County (36)
  ★ Holly Ridge:  Pregnant mothers and fathers and families with infants and toddlers with disabilities receiving Part C services from Holly Ridge Center, and typically developing infants, toddlers and pregnant mothers for blended experiences (24)

**Head Start & Early Head Start Income Eligibility Requirements**

**Head Start** PS 305.4 (c) & (d)
In **Head Start** and **EHS**, income eligibility must be verified using the time period below that best reflects the family's current financial circumstances
- Previous calendar year before enrollment
- Twelve months before enrollment

Exceptions: (OHS-PC-I-008) Previous or current month may be used, when annual family income has been documented and recent income is significantly decreased due to death, divorce, unexpected job loss or similar circumstance. If the monthly income is at or below the required Federal Poverty Guidelines of the program option, the family will not be counted as over-income. In this situation the file needs a signed statement by an employee of the program identifying the documents examined, an explanation of what data was used to determine eligibility, the program's justification for determining the child is income eligible and a statement that the child is eligible to participate in the program.

**Head Start Definition of Family** PS 1305.2 (e)
In Head Start/ Early Head Start: Family means all persons living in the same household who are: (1) supported by the income of the parent(s) or guardian(s) of the child enrolling or participating in the program, and (2) related to the parent(s) or guardian(s) by blood, marriage or adoption

The following counts as income in the above definition of family:
- Wages or salary before taxes and deductions for all adults.
- Net income from self-employment for all adults.
- Regular payments from Social Security or railroad retirement, and veteran's benefits, (with the exception of certain payments made to disabled children of Vietnam veterans as prescribed by the Secretary of Veterans Affairs.)
- Payments from unemployment compensation, workers' compensation, strike benefits from union funds
- Public assistance (including Temporary Assistance for Needy Families, SSI, Emergency Assistance money payments, and non-Federally funded General Assistance or General Relief money payments)
- Alimony, child support and military family allotments or other regular support from an absent family member or someone not living in the household, private pension's government employee pensions (including military retirement pay) and regular insurance or annuity payments.
- Training stipends, college or university scholarships, grants, fellowships, and assistantships and dividends, interest, net rental income, net royalties and periodic receipts from estates or trusts and net gambling or lottery winnings

**<u>Head Start & Early Head Start</u>**
**<u>Military Income Procedures for Income Eligibility</u>**

**Head Start/ Early Head Start:**
The following 2 pay allowances are to be excluded when determining **Head Start** eligibility:
- The amount of any special pay payable under Section 310 of Title 37, United States Code, relating to duty subject to hostile fire or imminent danger.
- The amount of basic allowance payable under Section 403 of Title 37, including any housing allowance. (Please see Section 645(a)(3)(ii) of the Head Start Act for the full statuary language)

In addition, under 37 U.S.C. 402 a (g), the child or spouse of a member of the armed forces receiving a "supplemental subsistence allowance" who, except on account of such allowance, would be eligible to receive a service provided under the Head Start Act, shall be considered eligible for such benefits notwithstanding the receipt of the allowance. The subsistence allowance would therefore not be counted in determining eligibility for programs authorized by the Head Start Act.

## *2010 – 2011* **HEAD START** INCOME GUIDELINES

| | 100% Federal Poverty Level | | | | 129% Federal Poverty Level | |
| | *2009-10 Family Income Guidelines* | | | | *2009-10 Family Income Guidelines* | |
| | *Effective January 23, 2009* | | | | *Effective January 23, 2009* | |

| Size of Family Unit | Annual Guideline | Monthly Guideline | | Size of Family Unit | Annual Guideline | Monthly Guideline |
|:---:|:---:|:---:|:---:|:---:|:---:|:---:|
| 1 | $10,830 | $ 903 | | 1 | $ 13,971 | $ 1,164 |
| 2 | 14,570 | 1,214 | | 2 | 18,795 | 1,566 |
| 3 | 18,310 | 1,526 | | 3 | 23,620 | 1,968 |
| 4 | 22,050 | 1,838 | | 4 | 28,445 | 2,370 |
| 5 | 25,790 | 2,149 | | 5 | 33,269 | 2,772 |
| 6 | 29,530 | 2,461 | | 6 | 38,094 | 3,175 |
| 7 | 33,270 | 2,773 | | 7 | 42,918 | 3,577 |
| 8 | 37,010 | 3,084 | | 8 | 47,743 | 3,979 |

*For family units with more than 8 members, add $3,740 for each additional member.*

### *AGE GUIDELINES*
*2010-11 Year – 4 yr old*
*Children born between        9/1/05 – 8/31/06*

*2010-11 Year – 3 yr old*
*Children born between        9/1/06 – 8/31/07*

**2010 - 2011 *ECEAP* INCOME GUIDELINES**
*110% Federal Poverty Level*
*2010-11 Family Income Guidelines*
*Effective March 4, 2009*

| Size of Family Unit | Annual Guideline | Monthly Guideline |
|---|---|---|
| 1 | $ 11,913 | $ 993 |
| 2 | 16,027 | 1,336 |
| 3 | 20,141 | 1,678 |
| 4 | 24,255 | 2,021 |
| 5 | 28,369 | 2,364 |
| 6 | 32,483 | 2,707 |
| 7 | 36,597 | 3,050 |
| 8 | 40,711 | 3,393 |

*For family units with more than 8 members, add $4,114 for each additional member to the annual guideline OR $343 for each additional member to the monthly guideline.*

*AGE GUIDELINES*
*2010-11 Year – 4 yr old*
*Children born between        9/1/05 – 8/31/06*

*2010-11 Year – 3 yr old*
*Children born between        9/1/06 – 8/31/07*

# **RECRUITMENT**

It is a requirement that you conduct on-going and aggressive recruitment efforts every month in collaboration with the Family Services Coordinator and Coordinator Assistant, and other family services staff, Policy Council and Kitsap Community Resources (KCR) in order to maintain up-to-date wait lists so that you can fill vacancies immediately with eligible children and families.

Recruitment is the systematic, year round outreach to our service areas to identify potentially eligible families and provide them information about the Head Start/EHS/ECEAP program. The most urgent recruitment needs are indicated by the yearly Community Assessment. The process of recruiting occurs in a number of ways and includes community education, displays of fliers, program inquiry forms and brochures in businesses, schools, social service agencies and neighborhoods and by the physical presence of staff at appropriate community and school events. The most effective recruitment occurs when an eligible family has a positive encounter with Head Start/EHS/ECEAP family.

Collaboration is an important element of recruitment. The OESD program works closely with Kitsap Community Resources to develop and disseminate information about each agency's Head Start, Early Head Start and ECEAP programs. Jointly developed recruitment information about program options and sites is distributed according to a collaborative annual plan. Additionally, the OESD, KCR, Port Gamble S'Klallam and Suquamish programs have developed and share an informational brochure. With parental consent, information is shared between the four programs to ensure families find a program that best suits their needs.

Recruitment is also the work done with the pool of eligible applicants to give further information about program options and to assist their application. Performance Standards clearly indicate we have an obligation to assist in completing paperwork. (PS 1305.5)

Translation assistance and interpretation services may be provided when needed.

Non-Discrimination:
It is the policy of the Olympic ESD 114 to maintain a recruitment process that insures eligible families are enrolled regardless of race, color, national origin, citizenship, culture, gender, sexual orientation, family configuration, religion or physical or mental disability. Our services comply with the ADA and Family Policy Initiative principles defined in RCW 74.14A.025.

Who Recruits:
Recruitment efforts are coordinated by the KCR and OESD Family Service Coordinators and the two Policy Councils. The Policy Council in each program reviews and revises the annual recruitment plan as needed based on the most current Community Assessment and program needs. During the program year, Family Advocates and other enrolling staff have primary responsibility for implementing the activities and strategies in the plan to ensure vacancies are filled and a waiting list is maintained. Enrolling staff have summer hours included in their yearly calendar for more intensive canvassing and recruiting efforts and to ensure a greater number of applicants are recruited than enrollment opportunities. Parents, educational staff, support staff, health staff, coordinators, assistant coordinators and administrators assist in recruiting and outreach efforts. Recruitment efforts are understood to be a major focus for *all* staff until all program options are fully enrolled and wait lists established.

The Family Services Coordinator overseeing recruitment is responsible for ensuring adequate recruitment materials; technical assistance and support are available.

**Outreach to children from low income families:**

In accordance with the Head Start Act, (section 645), recruitment includes efforts to identify children from low income families whose incomes are at or below the 100% of the federal poverty level.

**Outreach to Homeless children:**

In accordance with Head Start and ECEAP Performance Standards, recruitment includes efforts to identify eligible homeless children, as defined by the federal McKinney-Vento Homeless Assistance Act. To quote the Act, this includes children who:

- Lack a fixed, regular, and adequate nighttime residence
- Share housing of other persons due to loss of housing, economic hardship, or similar reason
- Live in motels, hotels, temporary trailers, or campgrounds
- Live in emergency or transitional shelters
- Are abandoned in hospitals
- Are awaiting foster care placement

**Recruitment Strategies:**

*NOTE:* Always obtain the permission of appropriate managers or administrators before distributing recruitment materials in the community. Specific, signed releases are required before using photographs of program families in recruitment materials. Schools often require pre-approval of flyers or material that is distributed to students and families.

The following recruitment strategies are among those used by the program:

<u>**Schools**</u>
- Banners displayed prominently
- Announcements or "ads" in school newsletters
- Brochures, flyers and applications available in school and administrative offices
- Flyers or brochures sent home with children in K-2 classes
- Flyers posted in school windows and on bulletin boards
- Recruitment letters with application and brochures to principals, counselors, special education staff, Readiness-to-Learn staff, LAP teachers, school nurses, etc.
- Contact families on free lunch programs
- Announcements on reader boards
- E-mail school staff
- Flyers or brochures in kindergarten registration materials
- Attend "kindergarten round-ups" or school transition meetings

<u>Families</u>
- Ask families to distribute brochures and application to others they know who might be interested in, and eligible for, Head Start, Early Head Start or ECEAP programs
- Encourage families to become involved in the ERSEA Advisory Committee.
- Ask families to host information tables and/or post flyers and posters in places they frequent (e.g. grocery stores, Laundromats, churches)
- Ask families who live in apartment complexes and mobile home parks to post information in laundry rooms and other common-use areas
- Host an Open House and invite parents to bring friends and neighbors
- Provide recruitment materials at Policy Council Meetings

<u>**DSHS/DCFS**</u>
- Obtain DSHS list of eligible TANF program families and send letter, brochure and application at least one time yearly and in targeted areas as needed
- Send second mailing to those families that didn't respond
- Use targeted mailings as needed
- Educate DSHS/DCFS caseworkers about program on a regular basis and alert DSHS/DCFS of program vacancies
- Attend WorkFirst Partners meeting and distribute information on program
- Man a recruitment table at the CSO when appropriate
- Advocates attend the monthly Information & Referral Meeting sponsored by DSHS
- Attend scheduled WorkFirst Partners meetings

**Community Outreach**
- Utilize Community Greeter Service to reach new families in community
- Advertise in local newspapers and newsletters when needed
- Seek coverage for special events
- Public Service Announcements on local cable stations
- Brochures, flyers, applications and presentations to community agencies and service providers including:
  - Bremerton Housing Authority and KCCHA low income housing programs
  - DCFS Foster Care
  - CPS caseworkers
  - YWCA Domestic Violence programs and shelters
  - Health clinics, hospitals and health district offices
  - Medical and dental providers
  - WIC offices
  - USDA summer lunch programs
  - Community and family support agencies and centers
  - Salvation Army Commodity food bank
  - Community food and clothing banks
  - Thrift shops
  - Olympic College
  - Local Post Offices
  - Library Branches
  - Churches
  - Kitsap Mental Health, Lutheran Social Services, Center for Child & Family Therapy
  - Navy Family Service Centers and Family Advocacy Programs
  - Navy Relief
  - Navy Ombudsman Groups
  - Child Care Resource and Referral
  - Interagency Coordinating Committee
  - Employment Security
  - TANF/WorkFirst Partners
  - Drug/Alcohol Treatment Centers and Programs
  - Holly Ridge
  - Public Recreational Areas
  - Parks and Recreational Programs
  - Pediatricians' Offices
  - Dental Offices
- Set up table at selected community events
- Have booth with activities for children at appropriate Olympic College events
- Tray liners at fast food restaurants
- Hang banner across main street of Port Orchard and other places throughout the county
- Community reader boards such as the Mentor signboard
- Provide local businesses with flyers for employee lounges and community bulletin boards
- Host "parent appreciation" tables and offer information to employees at local businesses
- Presentation to local civic organizations such as Kiwanis, Rotary, Soroptomists

**Other ongoing efforts:**
- Contact manager and arrange door to door efforts in low income housing areas, hotels and motels and campgrounds where homeless families are likely to be
- Continue practice of recruitment displays (artwork, photographs) in public venues
- Display children's artwork at Central Branch of Kitsap Regional Library
- Joint yellow pages display ad with KCR in Child Care section
- Community white pages listing
- OESD Website
- Olympic College Website
- Make applications and information available at each site and Child Care Connections center
- Continue outreach to non-English speaking populations and other underserved populations as identified in the Community Assessment
- Host children's activity at Central Kitsap Fire and Safety event
- Distribute informational materials at parades, the Kitsap County Fair, and other large public events

**Mobile Recruitment Unit—Extraordinary Efforts**

- If the wait list does not provide an eligible (see Eligibility Section) child for enrollment, the enrolling staff must take immediate action by contacting other enrolling staff to begin extraordinary targeted recruitment efforts with a goal of filling vacancies within 24 hours and build a wait list for the site in question. Extraordinary Recruitment efforts include the involvement of the Family Services Coordinator and the Family Services Coordinator Assistant as needed. A plan for targeted recruitment will be developed and put in place. Once all Extraordinary Recruitment Efforts have been exhausted and revisited, the enrolling staff member must contact the Family Services Coordinator to determine the next steps for enrollment. A "Mobile Recruitment Unit" should be considered in operation with the top priority to fill vacancies and build a wait list for the site in question. Among other extraordinary recruitment actions, the Family Services Coordinator should coordinate with the Disabilities Coordinator to contact the school district Special Education or Part C provider assess the possible placement of a child receiving special services at the site. Recruitment efforts to fill vacancies must be documented on the monthly tracking report.

**CATCHMENT AREAS FOR OESD HEAD START/EHS/ECEAP**

| ZIP CODE | COMMUNITY | AREA/TOWN | OESD HS/EHS/EC SITES |
|---|---|---|---|
| 98310 | Bremerton | E. Bremerton | View Ridge |
| 98311 | Bremerton | E. Bremerton | View Ridge, Woodlands, Brownsville |
| 98393 | Bremerton | Tracyton | Brownsville, Woodlands, View Ridge |
| 98312 | Bremerton | W. Bremerton | Jackson Park, Sunnyslope |
| 98337 | Bremerton | Olympic College | Olympic College HS & EHS |
| 98366 | Port Orchard | City of Port Orchard | Givens options, Madrona Heights, Olalla, Burley Glenwood, Manchester |
| 98367 | Port Orchard | Outskirts of city | Sunnyslope, Givens, Olalla, Burley Glenwood, Manchester |
| 98384 | Port Orchard | South Colby | Madrona Heights, Givens, Manchester |
| 98359 | Port Orchard | Olalla | Olalla, Givens EHS, Givens, Manchester |
| 98386 | Port Orchard | Southworth | Madrona Heights, Olalla, Givens, Manchester |
| 98322 | Port Orchard | Burley | Olalla, Sunnyslope, Givens, Madrona Heights, Burley Glenwood, Manchester |
| 98353 | Port Orchard | Manchester | Madrona Heights, Olalla, Givens, Manchester |
| varies | Port Orchard | Discovery Alt. HS & SKHS | Discovery EHS options |
| 98346 | Poulsbo | Kingston | Wolfle |
| 98340 | Poulsbo | Hansville | Wolfle |
| 98342 | Poulsbo | Indianola | Wolfle |
| 98380 | Seabeck | Seabeck, Crosby, Camp Union | Green Mountain, Jackson Park |
| Varies | Throughout County | According to catchment area served by provider & KCR agreements | Child Care Connections, Discovery Home Based |
| Varies | Throughout County | DSHS PTE & Holly Ridge referrals | EHS Home-based PTE/HR |

**OESD & KCR DESIGNATED**
**ELEMENTARY SCHOOL CATCHMENT AREAS**

Generally, all recruitment activities will be done jointly. The agency responsible for administering a site or sites or specific program option within a designated catchment or geographic area may design and use recruitment materials and activities specific to the agency's recruitment needs.

Bainbridge Island
All                        KCR

Bremerton School District
Crown Hill                 OESD
Armin Jahr                 OESD
View Ridge                 OESD & KCR per 2006 agreement
West Hills                 KCR
Naval Avenue               KCR
Kitsap Lake                Children attend nearest site

- The OESD program options at Olympic College (OC) will draw children from throughout the county as eligibility for these programs may include a parent or guardian attending college classes on campus.
- The View Ridge ECEAP and Almira Head Start site will coordinate recruitment and enrollment efforts per joint plan.

| Central Kitsap School District | | North Kitsap School District | |
|---|---|---|---|
| Clear Creek | OESD | Wolfle | OESD |
| Jackson Park | OESD | Gordon | OESD |
| Brownsville | OESD | Breidablick | KCR |
| Cottonwood | OESD | Pearson | KCR |
| Esquire Hills | OESD | Poulsbo | KCR |
| Green Mountain | OESD | Suquamish | KCR |
| Cougar Valley | OESD | Vinland | KCR |
| Pine Crest | OESD | | |
| Woodlands | OESD | | |
| Silverdale | KCR | | |
| Silver Ridge | KCR | | |
| Emerald Heights | KCR | | |

| South Kitsap School District | | | |
|---|---|---|---|
| Burly Glenwood | OESD | Orchard Heights | OESD |
| East Port Orchard | OESD | Sidney Glen | OESD |
| Hidden Creek | OESD | South Colby | OESD |
| Manchester | OESD | Sunnslope | OESD |
| Mullenex Ridge | OESD | | |
| Olalla | OESD | | |

# SELECTION

When a family contacts the program for the first time, staff completes a Selection Criteria Worksheet for each family.  It is important that this be verified by a family advocate as this score places each family on the wait list by priority of highest score, providing assurance that our program is serving the 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.  Families are then enrolled according to their placement on the wait list at the location of their preference for enrollment.

- ▪ The Selection Criteria Worksheet is completed at the time the Intake Application is completed.  Selection Criteria Worksheet points are entered into PROMIS along with the rest of the family information.  Selection Criteria are later verified by a family advocate (if not at Intake) in 10-day follow up phone call.

**A Walk through the Selection Criteria Worksheet**
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 placing them on the wait lists of their choice in order of highest number (those most in need) first. <u>Because we are a state and federal program we are required to enroll families with the highest need.</u>

When you first talk to a family during the Intake Application and Selection Criteria Worksheet process, you can say "I am going to ask you some questions to better understand the needs of your child and family." Explain to the family that we need this information in order to assign points to their family circumstances which place them on the program's wait list for services. Please also tell them that the more information they provide the more accurately we will be able to reflect their eligibility and level of need.

Step-by-step instructions on going through the Selection Criteria Worksheet:
Choose the appropriate category and put points in the space. Put the points for each section in the Total Selection Points and total. Total number is then transferred to the top of the intake application:

**Age**
- Calculate Program Year (PY) age at the time of application.

**Income**
Please refer to "Determining Eligibility Procedures" for details on income verification and calculating percentage of federal poverty level.

**Special Eligibility Factors**
- Foster Child
- Homelessness- The Act defines "homeless" to include a wide variety of temporary or inadequate living situations, including,
  - sharing the housing of others due to loss of housing, economic hardship, or a similar reason;
  - Living in a motel, campground or trailer due to the lack of an adequate alternative;
  - Staying in a shelter or transitional housing program; and
  - Living in a car, park, abandoned building, bus station, or other public place.

**Child Factors**
- Foster Child:
- Transitioning from EHS or HRC (if under the age of 3):
- Transferring from ECEAP, HS, or KCR
- Returning Child
- School District Child Find referral with no IEP.
- Child is English Language Learner
- Sibling is currently enrolled in program

**Disability Factors**
- Identified IEP/IFSP:
- Disability Identified but no IEP
- Diagnosed with Chronic Health Condition
- Suspected Disability/Potential Risk

**Family Factors -** A family is classified as the immediate family living in the home.

- Domestic Violence
- Substance Abuse
- Accessing Social Services or Referral
- History/Suspected Child Abuse
- Assistance with Basic Needs
  Special Circumstances:
- Parent with Ongoing Health Issues
- Mother Pregnant & at High Risk
- Needs Childcare/Subsidies
- No Medical/Dental Insurance for the Child
- No Medical/Dental Insurance for Other Family Members
- Adult Education less than high school diploma or GED
- English as a Second Language
- Unemployment

**Parental Status Factors**

- Teen Parent
- Guardian:  (If the mother/father figure is not the parent/stepparent).
- Single Parent Household
- Military Parent
- Two Parent Household

**Wait List Applications Procedures**

Each family advocate, home visitor, Child Care Connections partner or Head Start or Early Head Start Contractor will maintain their own wait list, and assure that the lists are prioritized according to the highest number of points being the first eligible for openings. Staff are also required to establish a regular system of updating to keep names current, and contacting their waitlists that could include Bear Hugs mailings and invitations to site or socialization educational events.

ECEAP family advocates must be especially attentive to their wait lists to assure an adequate number of 4 year olds are available should openings occur.

**EHS Transitions/Transfers**

Early Head Start transitions and transfers will **NOT** be listed on the Wait List Report as children cannot have two current statuses.

EHS to HS Transitions
1. Make two copies of transition paperwork – one for the office for their wait list folder and place the other in Wait List Notebook under the EHS Transitions/Transfers index tab.
2. Write on Wait List Report child's name and criteria point numbers as a visual reminder since name will NOT appear on report.
3.

EHS to ECEAP Transfers (Children cannot be transitioned directly from EHS to ECEAP. They must meet the selection criteria and income guidelines.)
1. EHS will complete an intake application and give the office a copy for database entry and wait list folder.
2. Original intake application is placed in the Wait List notebook filed by selection criteria.
3. Write on Wait List Report child's name and criteria point numbers as a visual reminder since name will NOT appear on report.

**Wait List Transfers**

When a parent contacts us and wishes to change which site they want to be considered for:

If Office is contacted
1. Secretary will make a copy of the original intake application to be given to the other site and will enter into PROMIS.
2. Secretary will notify advocate if child is removed from wait list.

If Advocate is Contacted
1. Advocate will record notes on the intake application and will **bring intake application in to the office**.
2. Secretary will change the status in the PROMIS database.
3. Secretary will provide a copy of the intake application to the other site(s).

**Withdrawn Intake Applications**

When a parent contacts us and no longer wishes to be considered for enrollment:

<u>If Office is Contacted</u>
1. Advocate will be notified.
2. Secretary will update status in PROMIS database.

<u>If Advocate is Contacted</u>
1. Advocate will contact database secretary by email to withdraw child from waitlist.
2. Secretary will update status in PROMIS database.

***HEAD START***- Families from the wait list who are age, (PY3 and PY4) and income eligible, (at or below 100% FPL) with the greatest need—the highest point totals—are offered enrollment opportunities at their chosen site or option based on need rather than on a first come/first served basis.  Children who turn three after August 31st of the current Program may in certain instances be enrolled mid-year but only with the approval of the Family Services Coordinator.

When all children are enrolled that are at or below 100% FPL and that are homeless according to the McKinney-Vento ACT children may be enrolled whose family income falls between 100-130% FPL.  Contact the Family Services Coordinator is required prior to enrolling children in this category. (See Eligibility Procedures)

Consult with your site coordinator and Family Service Coordinator if it appears you will need to enroll more than 50% of your slots with 3 year old children.  If the predominate age of the children in the class is 3 year old than no more than 17 children can be enrolled in that class.

***ECEAP***-Families from the waitlist who are Program Year four years olds with the greatest need—the highest point totals—are offered enrollment opportunities at their chosen site or option based on need rather than on a first come/first served basis.

When there are no more 4 year olds on the waitlist for a particular site, PY 3 year olds can be enrolled based on need after consulting with the Family Services Coordinator.  Additional recruitment efforts may be needed.  Please see recruitment section for more details.

# ENROLLMENT

Refer to selection criteria and eligibility guidelines prior to enrollment.

## Preparing for the enrollment appointment:

- For all program options, enrolling staff review intake applications for their site(s) or program option, and offer enrollment opportunities according to the program selection criteria and placement on the wait list.

- Enrolling staff must try and reach the family according to the selection criteria of the program option. The efforts taken to contact the family should be documented on intake application.

- Reasonable efforts should be made for a family to respond to the program before proceeding to the next family on the list.. If a phone is disconnected, enrolling staff should send a letter asking for updated contact information so the next enrollment opportunity will not be missed.

- Enrolling staff must schedule an enrollment appointment with the family. Generally enrollment appointments take place at the site or in the home If a home visit is necessary, follow the guidelines for home visiting safety. 1 ½ to 2 hours should be allotted for each enrollment appointment.

- If time allows, enrolling staff are encouraged to send a confirmation postcard or letter stating the time and place for the enrollment appointment if several days will pass before the appointment.

- Enrollment appointments take place in the family's primary language. Translation assistance can be arranged by contacting a Family Services Coordinator. Professional assistance is recommended over translation by a friend or relative.  Allow extra time when a translator is used. Ask the program secretary or Family Service Coordinator about the availability of enrollment paperwork in languages other than English.

- Due to the confidential nature of the information, every effort should be made to ensure the enrollment appointment is private.

## The enrollment appointment:

1. Verify income

   (Please see section on Income Verification for guidance on how to verify and document income eligibility):
   Income eligibility *must* be verified, and the program Child Enrollment Form (CEF) signed by the enrolling staff and the parent/guardian *before* the family is considered enrolled except in the circumstances listed below:

2. Forms and Information:
   The following forms must be completed and/or reviewed with the family prior to or as soon as possible following the child's first day of service in the any program option:

   - EHS Prenatal must complete a Prenatal Enrollment Form. The mother is considered the person enrolled until the birth of the child. (See Prenatal Procedures Section)
   - For all other Head Start and ECEAP program options a completed CEF is <u>required</u> for the child to be considered enrolled. All areas of the CEF must be *completely* filled out and the form signed and dated by 1) the adult enrolling the child, 2) the staff person who verifies income and completes the CEF.

- Please note: In the section of the CEF entitled "Parent Information," enter guardian information for the child if the child is not residing with the mother/stepmother and/or father/stepfather. For HS and EHS only include enrolling parents/guardian who are counted in the family size for income eligibility
- In the final section of the CEF, following the signatures, enter the date enrollment paperwork was completed with the adult as the Enrollment Date. When the child has their first day of services, enter *that* date as the First Service Date(FSD) on all copies of the CEF and on the attendance sheet.

3. Points for Orientation at the Enrollment Meeting
- Families should be informed that regular attendance is expected.
- Encourage families to call the center daily when their child is absent.
- Provide families with orientation materials that have center number.
- Families should expect staff to call the home to follow up on unexplained absences.
- Emphasize that staff will work in partnership with families to arrive at a workable schedule when family circumstances influence attendance.
- Review the Parent Handbook and the Site Disaster Plan with families.
- Review Confidentiality and Mandated Reporting Responsibilities

For ECEAP classrooms: please also complete the shaded area of the CEF and supply the site code:

| ECEAP Site Codes |
| --- |
| Givens: KESD-0003, Madrona: KESD-0005, View Ridge: KESD-0006 |
| Olalla: KESD-0010, Burley Glenwood: KESD-0014 |
| Woodlands: KESD 0015, Manchester: KESD-0016, Pinecrest: KESD-0017, |
| Breidablik: KESD-0018, East Port Orchard: KESD-0019 |
| (Head Start program options do not have a site code.) |

Other enrollment forms & information:
- Consents, Permissions and Releases—provide yellow copy to parent—available in Spanish
- Family Rights/Family Responsibilities—provide yellow copy to parent—available in Spanish
- Consent for Exchange of Health Information –provide yellow copy to parent—available in Spanish
- Emergency Care form—no copy to parent, ensure other copies are distributed according to -- directions at the bottom of the form. Not used in home based options.
- Family Needs and Resources Assessment/Family Profile—available in Spanish
- Certificate of Immunization Status (CIS)
- Nutrition & Dental Questionnaire
- Dental Exam form
- Physical Exam form
- "Bananas" handout and "Maggie's Visit" booklet
- Initial Health Plan (this is an NCR form)
- Parent Handbook appropriate for program option-available in Spanish
- Invitation to be Involved may be completed at enrollment—available in Spanish

Full Day preschool sites, Child Care Connections providers, & EHS center based programs may complete additional enrollment paperwork to meet the requirements of Washington State child care licensing regulations.

- All forms are available at the OESD office or online in the current Forms Manual.

- Enrolling staff receives training on enrollment & re-enrollment procedures and paperwork during new employee training and at least once each program year.

- Forms are reviewed and updated annually.

4. Family and staff partnership:
   Enrollment marks the formal beginning of family and program partnership. Enrolling staff facilitate a strength-based relationship with the family and introduce the family to the idea of partnership. Each parent and guardian must be made aware they are a vital part of the governance, curriculum, planning and everyday operation of the site and HS/EHS/ECEAP program.

   Introduce families to opportunities for family involvement, including the classes listed on The Invitation to be Involved. Encourage families to think of ways they might contribute to their child's and family's well being and educational growth while enrolled with the program.

   You must offer assistance with community referrals if families indicate they would benefit. If enrolling at a site, point out the family bulletin board and other places adults might find information about the site and community resources.

**Record Keeping:**
- The Family File:

- Use the file Table of Contents and the section specific Monitoring Logs for guidance

- Action Log:  Use the index codes to summarize your enrollment.  Also include a brief profile of the family and health status.

- Referrals and other items for follow up should be noted in the action log.

- Pertinent enrollment information will be shared with Direct Service Team prior to the teachers' initial contact with the family.

- Family files are confidential and must always be kept in a locked file cabinet or lock box.

- Data Entry and the Administrative File:
  The original completed and signed Child or Prenatal Enrollment Form, a copy of Emergency Care form, a copy of the Certificate of Immunization Status (CIS), the original application and a copy of any current restraining orders and other pertinent legal documents must be provided to the Data Entry Secretary *as soon as possible* following enrollment. The secretary(s) will enter the necessary demographic and health information into the PROMIS and ECEAP databases. The data entry secretary will establish an Administrative file for each family which will be kept in a locked file cabinet at the OESD.

  CCC providers keep the CIS on site. The Family Community Specialist completes the Administrative file & enters information into the data base.

  Home base models do not include CIS forms or Emergency Care forms with the Enrollment documents for the Administrative file.

- Data entry staff is responsible for maintaining the Administration file located at the OESD.

**Change Form**

Instructions for changes in child information/contacts and emergency information
- Always include the child's name and site/class information.

- To change the address and/or phone: Use top third of form to indicate changes to child's address and/or phone number.

- Emergency Information or pick up list changes: Have the parent/guardian complete necessary information and sign on indicated signature line. THE PARENT/GUARDIAN MUST SIGN FOR CHANGES MADE TO PICK UP LIST.

- Classroom staff makes changes directly on the child's classroom emergency care forms when a change form is used. When the emergency care form is full or not readable, staff must recreate a new emergency care form.

- Family/Teacher Advocate enters changes into PROMIS data base.

- Change form is **NOT** sent to Department Secretary

**Instructions for withdrawal from program or class/site transfers:**
- Withdrawal or transfer from a HS/ECEAP/EHS program or site is completed by advocate
- Indicate the "drop date" (first date of non-service) as requested.
- Parent/guardian signature is requested however a verbal request is acceptable, indicate "verbal request on the signature line and initial or sign your own name.
- Include reason for withdrawal and a forwarding address when possible.
- In this case a copy of the change form is sent to Department Secretary

If the child is being transferred to another site within our program, indicate this in the space entitled "Transfer to another OESD site." If the child is transferring from a Head Start class to an ECEAP class or from an ECEAP class to a Head Start class, even if the transfer is made in the same site, the child must be withdrawn from the original class.

**Changes in enrollment information or status:**
- Using the Change Form
  Any changes in status with the program, *including the transfer of a child between morning and afternoon classes at the same site*, must be noted on a change form and the information given to the data secretary *immediately*.

  Changes to the child's emergency care form are entered into the PROMIS data base by the Family/Teacher Advocate at the site as soon as new information is received. File the Change Forms in the Family File and note on the Enrollment Section monitoring log. A copy of the change form does not need to be forwarded to the database Secretary.

- Drops/Transfers:
  If a family is leaving the program, explore ways to help the class and family with transition. Other program options or community resources might better match the family's current situation. If the child is

moving outside the site catchment area, a transfer to a Head Start/EHS/ECEAP program in the new location can be facilitated.

Transfers: If a child enrolled in one OESD Head Start option transfers to another OESD Head Start option within program; or if a child enrolled in an OESD ECEAP classroom transfers to another OESD ECEAP classroom within the program:

- ❑ Complete a change form to update OESD database(s).
- ❑ Enter a transfer date on copies of the Child Enrollment form.
- ❑ Provide a last day of service (the last day attendance was taken) date on the attendance sheet.
- ❑ Transfer the entire file to the new site.
- ❑ The new site enters a start date on the day attendance begins.
- ❑ Both sites document the change on the weekly enrollment report and in the action log.

If a child enrolled in an OESD Head Start, Early Head Start or OESD ECEAP program option transfers to a different program option, the child *must be dropped from one program* and enrolled in the other. Family information and income should be reviewed and income re-verified as income eligibility differs for Head Start and ECEAP.  Children transitioning from Early Head Start to Head Start, or if age eligible, to an ECEAP option must have family income re-verified. (See Eligibility and Selection Sections)

When a child transitions between program options, a new CEF must be completed and signed verifying income eligibility. The entire file may then be sent to the new site. Both sites must note changes in the action log, attendance form and weekly enrollment report.

When a family is leaving the OESD program and enrolling with another Head Start or ECEAP agency, obtain a Release to Exchange Confidential Information from the family and forward the Child Enrollment Forms, pertinent health information and education assessments. Do not forward the action log or other information specific to the OESD.

*Never forward an IFSP or IEP between school districts or to KCR*. The Section C School District Special Education provider or parent must facilitate the transfer of an IFSP or IEP.

- Last Date of Service:
  The last date a child receives services, (the last day attendance is taken), must be recorded on the attendance sheet, all copies of the Child Enrollment Form and the action log. An explanation for the drop should be recorded in the action log.

- Extended absences:
  If a family requests an extended absence of more than 20 consecutive contact days, the child will be placed on the site's wait list and re-enrolled in the first available slot upon return. The slot will be considered vacant and filled by the child from the wait list having highest priority according to selection criteria.  Contact the Family Services Coordinator if a family has requested an extended absence of 10 days or more.

**Full Enrollment**

- All Head Start sites <u>must be fully enrolled on the day designated as the first day of the program year which is September 30th</u>. If the predominate age of the children in the class is PY 4 and PY 5 then no more then 20 children can be in the class. If the predominant age of the children in the class is PY 3 then no more the 17 children can be in the class.   All vacancies must be enrolled from the wait list somewhere within the program within 30 calendar days of the last date of service for the vacancy so the Head Start funded enrollment level is maintained. Vacancies less than 30 days in duration are counted as an enrolled slot.

- Full day full year Head Start/Early Head Start and home based options <u>must be fully enrolled during the entire operating year</u>. All vacancies must be enrolled from the wait list somewhere within the program within 30 calendar days of the last date of service for the vacancy. Vacancies less than 30 days in duration are counted as an enrolled slot.

- ECEAP must fill 100% of the Funded Enrollment Level within 30 calendar days after children's classes begin and maintain a monthly active enrollment of 95% of funded slots filling vacancies from the waiting lists as they occur.

- If the wait list does not provide an eligible child for enrollment, the enrolling staff must take immediate action by contacting other enrolling staff to begin extraordinary targeted recruitment efforts. (See Recruitment Procedures)
- In both Head Start and ECEAP part year programs, it is required that the program recruit and fill new vacancies until 60 calendar days before the children's classes end for the school year.

## INCOME VERIFICATION GUIDELINES

In accordance with Head Start and ECEAP Performance standards, the Head Start/EHS/ECEAP program must verify family income **before** determining that a child is eligible to be enrolled.

At least 90% of the children enrolled in the program must be from low-income families. "Low-income" means a family whose total income before taxes for the prior twelve months or prior calendar year, whichever period more accurately reflects the current income of the family, is equal to, or less than, federally established poverty guidelines.

- ECEAP programs qualify families whose income is at or below 110%.
- Head Start/Early Head Start programs qualifies families whose income is at or below 100% of the U.S. Poverty Guidelines.

## Definition of Family used to determine income eligibility

**Head Start:** PS 1305.2 (e)
Family means all persons living in the same household who are: (1) supported by the income of the parent(s) or guardian(s) of the child enrolling or participating in the program, and (2) related to the parent(s) or guardian(s) by blood, marriage or adoption

**ECEAP:** PS B-14
Family means all persons living in the household with the ECEAP child who share finances and are related to the child's parent by blood, marriage adoption or legal obligation to provide support.

For families temporarily sharing housing with relatives or others do not count the host.

**Family Income:**

**Head Start** must count the following income for persons counted in family size:
- Wages or salary before taxes and deductions for all adults.
- Net income from self-employment for all adults.
- Regular payments from Social Security or railroad retirement, and veteran's benefits, (with the exception of certain payments made to disabled children of Vietnam veterans as prescribed by the Secretary of Veterans Affairs.)
- Payments from unemployment compensation, workers' compensation, strike benefits from union funds
- Public assistance (including Temporary Assistance for Needy Families, SSI, Emergency Assistance money payments, and non-Federally funded General Assistance or General Relief money payments)
- Alimony, child support and military family allotments or other regular support from an absent family member or someone not living in the household, private pension's government employee pensions (including military retirement pay) and regular insurance or annuity payments.
- Training stipends, college or university scholarships, grants, fellowships, and assistantships and dividends, interest, net rental income, net royalties and periodic receipts from estates or trusts and net gambling or lottery winnings

**ECEAP** must count the following income for persons counted in family size:
- Wages or salary before taxes and deductions for all adults.
- Net income from self-employment for all adults.
- Cash amounts to adults or children such as alimony, annuity payments, child support, Emergency Assistance cash payments, foster care grant, insurance payments that are regular (not one-time), retirement or pension payments, scholarships/grants/fellowships for living expenses, Social Security, strike benefits, Supplemental Security, Income, TANF grants including "Non-Needy Relative" or "In Loco Parentis" or "Legal Guardianship" grants, training stipends, Unemployment or Workers Compensation, veteran's benefits (except children or disabled Vietnam veterans) or other regular support from an absent family member or someone not living in the household.
- Interest and dividends, periodic receipts from estates or trusts, net gambling or lottery winnings

**Head Start** PS 305.4 (c) & (d)
In **Head Start** and **EHS**, income eligibility must be verified using the time period below that best reflects the family's current financial circumstances
- Previous calendar year before enrollment
- Twelve months before enrollment

Exceptions: Previous or current month may be used, when annual family income has been documented and recent income is significantly decreased due to death, divorce, unexpected job loss or similar circumstance. If the monthly income is at or below the required Federal Poverty Guidelines of the program option, the family will not be counted as over-income. In this situation the file needs a signed statement by an employee of the program identifying the documents examined, an explanation of what data was used to determine eligibility, the enrolling staff on behalf of the program's justification for determining the child is income eligible and a statement that the child is eligible to participate in the program.

**ECEAP** PS B-14

In **ECEAP**, income eligibility must be verified using the time period below that best reflects the family's current financial circumstances

- Previous calendar year before enrollment (January 1st to December 31st)
- Twelve months before enrollment

Exceptions: Previous or current month may be used, when annual family income has been documented and recent income is significantly decreased due to death, divorce, unexpected job loss or similar circumstance. If the monthly income is at or below 110% of the required Federal Poverty Guidelines of the program option, the family will not be counted as over-income. In this situation the file needs a signed statement by an employee of the program identifying the documents examined, an explanation of what data was used to determine eligibility, the enrolling staff on behalf of the program's justification for determining the child is income eligible and a statement that the child is eligible to participate in the program.

**<u>Military Income Procedures for Income Eligibility:</u>**

**Head Start/Early Head Start:**
The following 2 pay allowances are to be <u>excluded</u> when determining **Head Start** eligibility:
- The amount of any special pay payable under Section 310 of Title 37, United States Code, relating to duty subject to hostile fire or imminent danger.
- The amount of basic allowance payable under Section 403 of Title 37, including any housing allowance. (Please see Section 645(a)(3)(ii) of the Head Start Act for the full statuary language)

In addition, under 37 U.S.C. 402 a (g), the child or spouse of a member of the armed forces receiving a "supplemental subsistence allowance" who, except on account of such allowance, would be eligible to receive a service provided under the Head Start Act, shall be considered eligible for such benefits notwithstanding the receipt of the allowance. The subsistence allowance would therefore not be counted in determining eligibility for programs authorized by the Head Start Act.

**ECEAP:**
The following pay allowances are to be <u>excluded</u> when determining ECEAP eligibility:
- Any payment for a member of the uniformed services while they are in designated tax free combat zone
- Living Allowances – BAH (Basic Allowance for Housing) even if FAH is used to pay mortgage, interest and taxes, BAS (Basic Allowance for Subsistence), housing and cost of living allowances abroad, OHA (Overseas Housing Allowance).
- Moving Allowances – moving household and personal items, storage, moving trailers or mobile homes, temporary lodging, dislocation, military base realignment and closure benefit.
- Travel Allowances – annual roundtrip for dependent students, leave between consecutive overseas tours, reassignment in a dependent restricted status, transportation during ship overhaul and inactivation, per diem.
- Family Allowances – specified educational expenses for dependents, emergencies, evacuation to a place of safety, separation.
- Death Allowance – burial services, death, gratuity payments to eligible survivors, travel of dependents to burial site.
- In-kind Benefits – dependent-care assistance, legal assistance, medical/dental care, commissary/exchange discounts, space-available travel on government carriers.
- Other Payments – disability, group-term life insurance, professional education, ROTC educational and subsistence allowances, uniform allowances, survivor and retirement protection plan premiums.

**Verifying Income**

Verification of income must include examination of any of the following:
- Income Tax Form 1040 from the most recent tax year
- W-2 Forms from the most recent tax year
- Pay stubs covering the prior 12 months (whenever possible)
- LES (Military pay) covering the prior 12 months (whenever possible)
- Written statements from employers verifying income

Documentation showing current status as recipients of public assistance
- Families receiving cash benefits under Temporary Assistance to Needy Families (TANF) program will be automatically eligible for enrollment.
    - If family is unable to produce a grant letter or current documentation of TANF number, the enrolling staff will send a *Request for TANF Payment* to DSHS to verify income. The secretary will send a *Request for TANF Income Verification* to families enrolling in ECEAP who indicate they are receiving TANF. This letter must be placed in the ECEAP family file.

Entering an Income Figure:
- For Head Start/Early Head Start Only:  Mark Public Assistance Verification and enter the TANF cash grant benefit or child care subsidy Client ID #.  Income received prior to the granting of TANF benefits need not be considered for income verification purposes.

**Automatic Eligibility**

Families (Head Start/EHS programs only) receiving "Non-Episodic Benefits or Services" currently Funded under the Authority of TANF are automatically eligible for enrollment. As of May 31, 2003 these services and/or benefits are:

- Comprehensive Program for Alcohol and Drug-Abusing Mothers and Their Young Children,
- Parent Child Assistance Program (DASA),
- Post-Employment Services up to 6 months post-TANF,
- Working Connections Child Care,
- Workplace Basic Skills,
- Work-Based Tuition Assistance,
- Families That Work,
- Pre-Employment Training,
- Post-Employment Services, and
- Individual Development Accounts.

- Income documentation must be reviewed by enrolling staff who will sign the child enrollment or EHS enrollment form attesting how income has been verified. Income verification documents should be returned to the family. Copies of the documentation should **not** be kept in the family file.

- If a family declares they had no income during the past calendar year of the 12 months preceding enrollment, have them complete the Declaration of No Income Form. This form stays in the family file.

- If a family has no documentation showing income eligibility the supervisor and Family Services Coordinator should be contacted for instruction.

- In Head Start/Early Head Start only: If a family has been selected for enrollment at a full day Site and is in the process of obtaining a Working Connections Child Care subsidy *and* the enrolling staff has obtained a verbal assurance that the family will qualify for the subsidy, they can enroll the child as long as the verbal assurance came from the DSHS case worker. However, as soon as paperwork is completed, it should be recorded in the child file.

- In Head Start/Early Head Start only: Children who are considered homeless according to the McKinney-Vento Act are automatically eligible. Verification and documentation of these circumstances are required to obtain within a reasonable time frame. Documentation and verification could include an enrollment completed in the home or a home visit conducted in the home to verify living situations. This must be documented in the action log. Other documentation could include written verification from homeless service agencies, school district homeless liaisons and private and public shelter providers.

- In ECEAP classes only: The income for children, who are homeless in accordance with the McKinney-Vento Homeless Act, must be documented within 90 calendar days of enrollment. (ECEAP Standard B-6)

- In ECEAP classes only: A copy of a current TANF award letter must be maintained in the enrollment section of the family file. It is sufficient to verify monthly, rather than annual, income for families receiving TANF cash benefits. Use the TANF Verification letter to obtain a current TANF award letter for the family file if needed.

- In ECEAP classes only:  Children in Foster Care:   Enrolling staff will verify case number and DSHS grant amount.  Monthly amount and number of children on grant will be documented on CEF.

Family income must be re-verified when the child:
- Transfers from a Head Start site to an ECEAP site, or ECEAP site to Head Start  site
- Is a sibling of a child previously enrolled in an OESD program
- Is transferring from an Early Head Start Program to a Head Start or ECEAP preschool or care option
- Is a Head Start child enrolling for a third year of Head Start services

Family income *does not* need to be re-verified when a child:
- Is a Head Start or ECEAP child enrolling for a second year of Head Start/ECEAP services
- Is transferring from an OESD Head Start site to another OESD Head Start site or from one EHS site to another EHS site within the OESD program
- Is transferring from active participation in a Kitsap Community Resources Head Start program directly to an OESD 114 Head Start option
- Is transferring from *active* participation in another Head Start program directly to an OESD 114 Head Start option.