**SELECTION**

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| **Performance** **Standards** | |
| **EHS-CB**  **HS**  **EHS-HB**  1302.14 | **ECEAP**  PAO-48, PAO-49, PAO-50 |

**S-1.** **Selection** **at** **a** **Glance**

The OESD 114 Selection process is a formal, systematic, and equitable plan that our program has developed to ensure the children in our priority populations are selected and offered an enrollment opportunity first. The selection process is as follows:

1. ERSEA Program Manager oversees all program vacancy assignments.

2. Prioritize families using the approved OESD 114 **Selection Points** criteria to create a Waitlist.

3. Select children to fill slots.

4. Consider *Over Income/ESE Children* when all income eligible children have been enrolled*.*

5. Inform selected families of enrollment opportunity. 6. Nurture your waitlist throughout the program year.

**S-2.** **OESD 114 Selection Criterion**

Consider each child's selection points criteria (i.e., age, language, health and developmental needs, and environmental priority factors) and classroom demographics (e.g., gender, number of 3-year-olds, children with disabilities) when assigning children to classrooms.

**S-3.** **Select** **to** **Fill** **Slots**

**Selecting** **for** **the** **New** **Program** **Year**

If two or more families have the same number of total selection points, first select the family with the lowest FPL/SMI. If the % FPL/SMI is also the same, select the family with the earliest date of application.

* **ECEAP:** The goal for centers/sites is to be full by the first day of class. Each class must have full attendance within 30 calendar days from the first day.
* **Head Start:** The staff to child ratio is 1:10. When a classroom has 50% or more 3-year-olds (36 months to 47 months), the maximum class size is 17. When the next child on your waitlist is 3 years old and the class size reaches the 3-year-old limit, confirm if there are 3-year-olds currently enrolled who will turn 4 years old before the deadline to fill the slot. If there are none, select the next 4-year-old on the waitlist. Document the need to skip over the 3-year-old because of compliance to class ratio, per Performance Standards.
  + **Part Year Head Start:** Each class must be fully enrolled within the first 30 days of class.
  + **Full Year Head Start:** Must be fully enrolled at all times.
  + **Early Head Start Home-Based/Center-Based:** Must be fully enrolled at all times.
* Program Manager will select considering priority populations, recruitment efforts, and applications in process that can be completed and added to the waitlist. (For **HS/EHS** this includes efforts to enroll children eligible for IDEA services to meet the minimum 10% requirement.)
* Select the child with highest priority on the waitlist and offer that family an enrollment opportunity. The only reason to skip offering an enrollment opportunity to a family of higher priority on the waitlist is if they have let you know they do not wish to be offered an enrollment opportunity until a certain date or a certain amount of time has passed. Use the Back on Waitlist flag and document in Enrollment Notes in ChildPlus.

**ECEAP**

* **A** **vacant** **slot** **must** **be** **filled** **within** **30** **calendar** **days** **(including** **weekends** **and** **holidays)** **from** **the** **last** **day** **a** **child** **attended.** For example, if a family states that the child will no longer attend starting on March 15, but the actual last day that the child attended is February 28, you must count 30 calendar days from February 28.
* **End of Program Year:** It is optional to fill a vacancy when the day a child exits is within the final 60 calendar days of the program year. Vacancies may be filled during the final 60 calendar days if there are children or families who would benefit from services.

**EHS-CB**

**HS**

**EHS-HB**

* **A** **vacant** **slot** **must** **be** **filled** **within** **30** **calendar** **days** **(including** **weekends** **and** **holidays)** **from** **the** **child’s** **“Dropped”** **date.** For example, if a family states that the child will no longer attend on March 15 and the child is “Dropped” in ChildPlus on March 16, you must count 30 calendar days from March 16.
* **Part Year** **programs:** It is optional to fill a vacancy when the day a child drops is within the final 30 calendar days of the program year. You may continue to fill vacancies during the final 30 calendar days if there are children or families who would benefit from services.

**S-4.** **Enrolling Over Income**

Before making a determination to enroll over income families, the ERSEA Manager will consider the information in either ELMS or ChildPlus, uploaded eligibility record (if available), any higher priority applications on waitlist and overall OESD 114 OI/ESE percentages.

* **HS/EHS:** Accept, select classroom, and enroll the child in ChildPlus.
* **ECEAP:** Accept, select classroom, and enroll the child in ChildPlus and ELMS.

**S-5.** **Inform Family of Enrollment Opportunity**

After selecting a child for a slot, direct staff must connect with families in accepted status within 48 hours to contact the family for enrollment:

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| **Family accepts enrollment opportunity** | **Family declines enrollment opportunity** | **Family is unreachable** |
| Proceed with scheduling the  initial visit at an agreed upon  time and location with the family. | Ask if the family would like to  remain on the waitlist and  inform ERSEA Manager, so they can include reason for declining  the enrollment opportunity in Enrollment Notes.  **Interested in staying on waitlist:**  • ChildPlus: Click Drop/Wait. Enter the “Waitlisted Date” and the  reason  • ELMS: Leave as is  **Not interested in staying on waitlist:**  • ChildPlus: Click “Abandon.”  • ELMS: Follow the prompts to  Remove | If unable to connect within 72 hours, please reach out to the ERSEA Manager for next steps.  This could include eligibility coordinators assisting in reaching out to families or referring partner agencies.  If no initial contact is made after 14 days, families will be placed back on the waitlist and contacted on a 90 day cycle. If family communicates that they are no longer interested or no response, they will be abandoned. |

**S-6.** **Build & Maintain A Waitlist**

Review monthly all applications on waitlists and contact of families (by phone or email) is conducted to check if they are still interested in the program. It may be helpful to the family to share this information:

* Our timeline for processing applications and communicating with families
* How families can update their application information if anything has changed

For families who expressed a developmental concern or suspected disability, check to see if their status has changed or

progress has been made in their referral and evaluation process.

**When** **a** **family’s** **circumstance** **changes**, **eligibility staff will:**

* Re-interview the family and document the changes on the proper forms. Document new conversations in Eligibility Notes in ChildPlus.
* Complete a new application if necessary.
* Reverify eligibility and collect proof of eligibility documents if necessary.

**When** **a** **family** **is** **unreachable,** **Direct Service Staff will:**

* Attempt to connect with the family at least 3 different ways (text, phone, email).
* Document all tries in Enrollment Notes in ChildPlus.
* Notify ERSEA Program Manager if family needs to be abandoned.