

PROGRAM AREA PLANS

GRANTEE AGENCY STANISLAUS COUNTY OFFICE OF EDUCATION

PROGRAM AREA ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT AND ATTENDANCE

PERFORMANCE STANDARD	STRATEGY	TIME FRAME	DOCUMENTATION
<p>§ 1305.3 Determining community strengths and needs.</p> <p>1305.3(a) Each Early Head Start grantee and Head Start grantee must identify its proposed service area in its Head Start grant application and define it by county or sub-county area, such as a municipality, town or census tract or a federally-recognized Indian reservation. With regard to Indian Tribes, the service area may include areas designated as near-reservation by the Bureau of Indian Affairs (BIA) or, in the absence of such a designation, a Tribe may propose to define its service area to include nearby areas where Indian children and families native to the reservation reside, provided that the service area is approved by the Tribe's governing council. Where the service area of a Tribe includes a non-reservation area, and that area is also served by another Head Start grantee, the Tribe will be authorized to serve children from families native to the reservation residing in the non-reservation area as well as children from families residing on the reservation.</p>	<ol style="list-style-type: none"> 1. Grantee will analyze community assessment data and determine appropriate service area for each delegate or grantee direct operated program. 2. Grantee/Delegate Service area will be identified in the grant application. 3. Policy Council will approve service areas within grant application. 	Annually based on updates	<p>Community Assessment Grant Application</p> <p>Grant Application</p> <p>Grant Application</p>
<p>1305.3(b) The grantee's service area must be approved, in writing, by the responsible HHS official in order to assure that the service area is of reasonable size and, except in situations where a near-reservation designation or other expanded service area has been approved for a Tribe, does not overlap with that of other Head Start grantees.</p>	<ol style="list-style-type: none"> 1. Grant application will be submitted to the Office of Head Start Regional Offices by the required deadlines. 	Annually	Grant Application
<p>1305.3(c) Each Early Head Start and Head Start grantee must conduct a Community Assessment within its service area once every three years. The Community Assessment must include the collection and analysis of the following information about the grantee's Early Head Start or Head Start area:</p>	<ol style="list-style-type: none"> 1. Grantee and Delegate staff will gather, organize, and analyze community information that focuses on the needs and characteristics of Head Start eligible children and families. Such information will be used to plan program activities in the upcoming year. 	Annually	Community Assessment
<p>1305.3(c)(1) The demographic make-up of Head Start eligible children and families, including their estimated number, geographic location, and racial and ethnic composition;</p>	<ol style="list-style-type: none"> 1. Grantee staff will utilize the COPA electronic data base to gather the data of all Head Start eligible children who are enrolled in the program or are on the waitlist. 	Annually	Community Assessment

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1305.3(c)(2) Other child development and child care programs that are serving Head Start eligible children, including publicly funded State and local preschool programs, and the approximate number of Head Start eligible children served by each;	1. Grantee staff will gather data from the Resource and Referral Agency and the Local Planning Council to estimate the approximate number of Head Start eligible children served by other child care programs.	Annually	Community Assessment
1305.3(c)(3) The estimated number of children with disabilities four years old or younger, including types of disabilities and relevant services and resources provided to these children by community agencies;	1. Grantee staff will gather data from the California Department of Education Special Education Department to estimate the number of children with disabilities in each service area.	Annually	Community Assessment
1305.3(c)(4) Data regarding the education, health, nutrition and social service needs of Head Start eligible children and their families;	1. Grantee staff will gather data from the COPA electronic data base to identify the social service, education, health and nutrition needs of Head Start eligible children.	Annually	Community Assessment
1305.3(c)(5) The education, health, nutrition and social service needs of Head Start eligible children and their families as defined by families of Head Start eligible children and by institutions in the community that serve young children;	1. Grantee/Delegate staff will distribute a parent survey to identify the education, health, nutrition, and social service needs of Head Start eligible children as defined by their families.	Annually	Parent Survey Community Assessment
	2. Grantee staff will survey the Health and Disability Advisory Committee to identify the needs of families in the community.	Annually	Health & Disability Advisory Committee Meeting Minutes Community Assessment
	3. Staff will summarize data and incorporate into the Community Assessment.	Annually	Community Assessment
1305.3(c)(6) Resources in the community that could be used to address the needs of Head Start eligible children and their families, including assessments of their availability and accessibility.	1. Grantee/Delegate staff will seek out resources in the community that could be used to address the needs of Head Start children and families.	Annually	Community Assessment
	2. Grantee/Delegate staff will list local resources in their service area and include data in the Community Assessment.	Annually	Community Assessment
1305.3(d) The Early Head Start and Head Start grantee and delegate agency must use information from the Community Assessment to:			

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1305.3(d)(1) Help determine the grantee's philosophy, and its long-range and short-range program objectives;	1. Grantee/Delegate staff will gather, organize, and analyze Community Assessment data. Data will be utilized into a program planning process. 2. Data will be utilized to establish the program philosophy and program goals and objectives. 3. Strategies will be developed to address each program's goal and objective. 4. Progress reports will be completed to ensure progress on program goals and objectives.	Annually	Program Goals and Objectives Program Goals and Objectives Progress Reports
1305.3(d)(2) Determine the type of component services that are most needed and the program option or options that will be implemented;	1. Grantee/Delegate staff will gather, organize, and analyze Community Assessment data. Data will be utilized into a program planning process. 2. Grantee/Delegate staff will determine if the current program options are meeting the needs of the community and make changes as feasible.	Annually Annually	Community Assessment Grant Application
1305.3(d)(3) Determine the recruitment area that will be served by the grantee, if limitations in the amount of resources make it impossible to serve the entire service area.	1. Grantee/Delegate staff will gather, organize, and analyze Community Assessment data. Data will be utilized into a program planning process. 2. Recruitment/service area will be established.	Annually	Community Assessment Grant Application
1305.3(d)(4) If there are delegate agencies, determine the recruitment area that will be served by the grantee and the recruitment area that will be served by each delegate agency.	1. Community Assessment data will be utilized to determine recruitment areas. 2. Recruitment/service area for each agency will be established by the grantee.	Annually	Community Assessment Grant Application
1305.3(d)(5) Determine appropriate locations for centers and the areas to be served by home-based programs; and	1. Community Assessment data will be utilized into a program planning process. 2. Center locations and home base options will be identified in the Grant Application.	Annually	Community Assessment Grant Application

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1305.3(g)(2) Include as many Head Start eligible children as possible within the recruitment area, so that:			
1305.3(g)(2)(i) The greatest number of Head Start eligible children can be recruited and have an opportunity to be considered for selection and enrollment in the Head Start program, and	1. Grantee will analyze community assessment data and determine appropriate service/recruitment area for each delegate/DO program ensuring greatest number of Head Start eligible children have an opportunity to be considered for selection and enrollment.	Annually	Grant Application
1305.3(g)(2)(ii) The Head Start program can enroll the children and families with the greatest need for its services.			
§ 1305.4 Age of children and family income eligibility. 1305.4(a) To be eligible for Head Start services, a child must be at least three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located, except in cases where the Head Start program's approved grant provides specific authority to serve younger children. Examples of such exceptions are programs serving children of migrant families and Early Head Start programs.	1. Complete child application and verify the child's birth date. 2. Indicate on the application how the birth date was verified of the child applying for the program.	At the time of application	Application
1305.4(b)(1) At least 90 percent of the children who are enrolled in each Head Start program must be from low-income families.	1. Complete Child Application and gather income verification from the family including current status of residence (migrancy move) for MHS programs only and agricultural work as the primary income (MSHS). 2. Complete an Income Calculation and Family size worksheet (RHS/EHS) or a Certification of Income Verification (MSHS). 3. Use the current Office of Head Start (OHS) family income guidelines to determine if the family is income eligible. 4. Indicate if the family is income eligible or over income on the child application.	At the time of application	Application Income Calculation & Family Size Worksheet Certification of Income Verification Application Application

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	<ul style="list-style-type: none"> 5. Management staff will review/approve completed application. 6. Staff will utilize the Recruitment, Prioritizing and Selection procedure to select children to be enrolled into the program. 		<ul style="list-style-type: none"> Application Electronic Reports
<p>1305.4(b)(2) Except as provided in paragraph (b)(3) of this section, up to ten percent of the children who are enrolled may be children from families that exceed the low-income guidelines but who meet the criteria that the program has established for selecting such children and who would benefit from Head Start services.</p>	<ul style="list-style-type: none"> 1. Complete Child Application and gather income verification from the family which will include agriculture based income (MSHS) and migrancy move (MHS). 2. Complete an Income Calculation and Family size worksheet (RHS/EHS) or a Certification of Income Verification (MSHS). 3. Use the current OHS family income guidelines to determine is the family is income eligible. 4. Indicate if the family is over income on the child application. 5. Management staff will review/approve completed application. 6. Staff will utilize the Recruitment, Prioritizing and Selection procedure to select children to be enrolled into the program. 	At the time of application	<ul style="list-style-type: none"> Application Income Calculation & Family size Worksheet Certification of Income Verification Application Application Application Electronic Reports
<p>1305.4(b)(3) A Head Start program operated by an Indian Tribe may enroll more than ten percent of its children from families whose incomes exceed the low-income guidelines when the following conditions are met:</p>	N/A		
<p>1305.4(b)(3)(i) All children from Indian and non-Indian families living on the reservation that meet the low-income guidelines who wish to be enrolled in Head Start are served by the program;</p>	N/A		
<p>1305.4(b)(3)(ii) All children from income-eligible Indian families</p>	N/A		

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<p>native to the reservation living in non-reservation areas, approved as part of the Tribe's service area, who wish to be enrolled in Head Start are served by the program. In those instances in which the non-reservation area is not served by another Head Start program, the Tribe must serve all of the income-eligible Indian and non-Indian children whose families wish to enroll them in Head Start prior to serving over-income children.</p>			
<p>1305.4(b)(3)(iii) The Tribe has the resources within its Head Start grant or from other non-Federal sources to enroll children from families whose incomes exceed the low-income guidelines without using additional funds from HHS intended to expand Head Start services; and (iv) At least 51 percent of the children to be served by the program are from families that meet the income-eligibility guidelines.</p>	N/A		
<p>1305.4(b)(4) Programs which meet the conditions of paragraph (b)(3) of this section must annually set criteria that are approved by the Policy Council and the Tribal Council for selecting over-income children who would benefit from such a program.</p>	N/A		
<p>1305.4(c) The family income must be verified by the Head Start program before determining that a child is eligible to participate in the program.</p>	<ol style="list-style-type: none"> 1. Complete Child Application and gather income verification from the family. 2. Complete an Income Calculation and Family size worksheet (RHS/EHS) or a Certification of Income Verification (MSHS). 3. Use the current OHS family income guidelines to determine is the family is income eligible. 4. Indicate if the family is income eligible or over income on the child application. 5. Management staff will review/approve completed application. 6. Staff will utilize the Recruitment, Prioritizing and 	At the time of application	<p>Application</p> <p>Income Calculation & Family Size Worksheet Certification & Income Verification</p> <p>Application</p> <p>Application</p> <p>Application</p> <p>Electronic Reports</p>

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<p>1305.5(b) During the recruitment process that occurs prior to the beginning of the enrollment year, a Head Start program must solicit applications from as many Head Start eligible families within the recruitment area as possible. If necessary, the program must assist families in filling out the application form in order to assure that all information needed for selection is completed.</p>	<ol style="list-style-type: none"> 1. Recruitment materials will include agency or center contact information. 2. Delegate/Grantee DO staff will continue recruitment efforts throughout the year to obtain full enrollment and a waiting list. 3. Staff will assist parents as needed in gathering necessary eligibility documentation and completion of the Application. 	<p>Prior to the beginning of the enrollment year and ongoing</p>	<p>Recruitment Materials Electronic Enrollment and Waitlist Reports Application</p>
<p>1305.5(c) Each program, except migrant programs, must obtain a number of applications during the recruitment process that occurs prior to the beginning of the enrollment year that is greater than the enrollment opportunities that are anticipated to be available over the course of the next enrollment year in order to select those with the greatest need for Head Start services.</p>	<ol style="list-style-type: none"> 1. Application days will be scheduled and registration team will include center staff, health staff, and family service workers. 2. Staff will assist parents as needed in gathering necessary eligibility documentation and completion of the application. 	<p>Prior to the beginning of the enrollment year for RHS and EHS only.</p>	<p>Electronic Enrollment and Waitlist Reports Application</p>
<p>§ 1305.6 Selection process.</p> <p>1305.6(a) Each Head Start program must have a formal process for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start services. The selection criteria must be based on those contained in paragraphs (b) and (c) of this section.</p>	<ol style="list-style-type: none"> 1. Complete a Child Application and family service staff and management verify all eligibility documentation. 2. Selection of children to be enrolled will result in serving the child with the highest priority. 3. Enter the Application information into the COPA data base. 4. The COPA data management system will prioritize all Application entered to date base on the Recruitment, Prioritizing and Selection Procedure approved by the Policy Council. 	<p>At the time of application</p>	<p>Application Electronic Enrollment and Waitlist Reports</p>
<p>1305.6(b) In selecting the children and families to be served, the Head Start program must consider the income of eligible families, the age of the child, the availability of kindergarten</p>	<ol style="list-style-type: none"> 1. Complete a child application and family service staff and management staff verify all eligibility documentation. 	<p>At the time of application</p>	<p>Application Electronic Enrollment and Waitlist Reports</p>

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<p>or first grade to the child, and the extent to which a child or family meets the criteria that each program is required to establish in Sec. 1305.3(c)(6). Migrant programs must also give priority to children from families whose pursuit of agricultural work required them to relocate most frequently within the previous two-year period.</p>	<ol style="list-style-type: none"> 2. Selection of children to be enrolled will result in serving the child with the highest priority based on lowest income, age, most frequent moves for agricultural work (MHS) as well as other agency based prioritization criteria. 3. Enter the Application information into the COPA data base. 4. The COPA data management system will prioritize all Applications entered to data base on the Recruitment, Prioritizing and Selection Procedure approved by the Policy Committee/Council. 		
<p>1305.6(c) At least 10 percent of the total number of enrollment opportunities in each grantee and each delegate agency during an enrollment year must be made available to children with disabilities who meet the definition for children with disabilities in Sec. 1305.2(a). An exception to this requirement will be granted only if the responsible HHS official determines, based on such supporting evidence he or she may require, that the grantee made a reasonable effort to comply with this requirement but was unable to do so because there was an insufficient number of children with disabilities in the recruitment area who wished to attend the program and for whom the program was an appropriate placement based on their Individual Education Plans (IEP) or Individualized Family Service Plans (IFSP), with services provided directly by Head Start or Early Head Start in conjunction with other providers.</p>	<ol style="list-style-type: none"> 1. Grantee or MSHS delegate Disability Supervisor will review all applications of children with and IEP/IFSP and determine appropriate placement of children with disabilities which will attempt to include a minimum of two special needs children in each class. 2. Grantee Disabilities Supervisor (RHS/EHS) will release the names in COPA of the children with IEP/ISFP selected to enroll. 3. Staff will follow enrollment procedures to enroll the child. 	<p>Prior to the beginning of the year and/or as openings occur</p>	<p>Electronic Enrollment and Waitlist Reports</p>
<p>1305.6(d) Each Head Start 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 to assure that eligible children enter the program as vacancies occur.</p>	<ol style="list-style-type: none"> 1. Each child's application will be entered into the COPA data base to be prioritized. 2. After all available openings are filled; a waiting list will be established with the remaining names on COPA's Eligible/Accepted Children Report. The children on this report have gone through the verification process and are ready to be enrolled for next opening based on priority selection. 	<p>Ongoing</p>	<p>Electronic Enrollment and Waitlist Reports</p>

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	<ol style="list-style-type: none"> 3. The waiting list will be printed off of COPA monthly or more often as needed. 4. Programs implementing more than one option can filter waiting lists for each option. 5. Programs collaborating with state funded programs must utilize the Centralized Eligibility List (CEL) 		Centralized Eligibility List (CEL)
<p>§ 1305.7 Enrollment and reenrollment.</p> <p>1305.7(a) Each child enrolled in a Head Start program, except those enrolled in a migrant program, must be allowed to remain in Head Start until kindergarten or first grade is available for the child in the child's community, except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.</p>	<ol style="list-style-type: none"> 1. Complete child application for each program year. 2. Gather necessary eligibility information for the first year that a child will be enrolled in a program. If the child is a re enrollee it is not necessary to update income documentation unless: <ul style="list-style-type: none"> o The program determines a compelling reason for the child not to remain in Head Start o The child was enrolled in and Early Head Start program and is now enrolling in a Head Start program o An EHS or RHS child is enrolling in a Migrant Seasonal Head Start program. 3. Agricultural income must be reviewed annually to ensure it remains the primary source of income for MSHS programs. 4. Follow established Recruitment and Selection procedure when prioritizing for enrollment which gives a higher priority to children who are reenrolling. 	At registration	<p>Application</p> <p>Application</p> <p>Application</p> <p>Electronic Enrollment and Waitlist Reports</p>

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each child, including the reasons for absences as well as the number of absences that occur on consecutive days.	2. Grantee/Delegate staff will monitor attendance reports to determine if an agency has fallen below 85%.		
	3. If the agency falls below 85% an Enrollment/Attendance Work Plan will be completed to analyze and develop a plan of action to improve the monthly average attendance rate for RHS/EHS programs.		Enrollment/Attendance Work Plan
1305.8(b) If the absences are a result of illness or if they are well documented absences for other reasons, no special action is required. If, however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, the program must initiate appropriate family support procedures for all children with four or more consecutive unexcused absences. These procedures must include home visits or other direct contact with the child's parents. Contacts with the family must emphasize the benefits of regular attendance, while at the same time remaining sensitive to any special family circumstances influencing attendance patterns. All contacts with the child's family as well as special family support service activities provided by program staff must be documented.	<ol style="list-style-type: none"> 1. Parents will be notified of absence policy prior to their child enrolling into the program. 2. Teacher will notify parents if their child's attendance drops below 90% in one month. 3. If absences result from temporary family problems, appropriate family support procedures will be enacted to include home visits or regular dialogue with the child's parents. All contacts will be documented. 4. Center staff will develop an Attendance Improvement Plan with the parents to address excessive unexcused absences. 	<p>Orientation</p> <p>As Needed</p>	<p>Parent Handbook</p> <p>Family Contact Log</p> <p>Family Contact Log</p> <p>Admission Agreement Attendance Improvement Plan</p>
1305.8(c) In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or a different program option, the child's slot must be considered an enrollment vacancy.	<ol style="list-style-type: none"> 1. If the chronic absenteeism persists agencies will offer another program option that may be better fitted to meet the family's needs (if available). 2. If absenteeism continues center staff will document contact or attempted contacts with the family. 3. If the absences continue with no contact from the family center staff will mail a Notice of Termination and the child will be dropped from the program. 	As needed	<p>Attendance Improvement Plan</p> <p>Family Contact Log</p> <p>Notice of Termination</p>

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<p>§ 1305.9 Policy on fees.</p> <p>A Head Start program must not prescribe any fee schedule or otherwise provide for the charging of any fees for participation in the program. If the family of a child determined to be eligible for participation by a Head Start program volunteers to pay part or all of the costs of the child's participation, the Head Start program may accept the voluntary payments and record the payments as program income. Under no circumstances shall a Head Start program solicit, encourage, or in any other way condition a child's enrollment or participation in the program upon the payment of a fee.</p>	<p>1. Grantee and Delegate agencies will develop policies prohibiting the practice of accepting fees for participation in Head Start Programs</p>	<p>Ongoing</p>	<p>Fiscal Policies</p>
<p>§ 1305.10 Compliance.</p> <p>A grantee's failure to comply with the requirements of this Part may result in a denial of refunding or termination in accordance with 45 CFR part 1303.</p>	<p>1. Grantee/Delegate staff will engage in an ongoing monitoring process to ensure compliance with program regulations.</p>	<p>Ongoing</p>	<p>Monitoring Tool Site Visit Reports</p>