

Area:	Eligibility, Recruitment, Selection, Enrollment, and Attendance
Subject:	EL10 – Eligibility, Recruitment, Selection & Enrollment Procedure
Reference:	1305.4, 1305.5, 1305.6, 1305.7, 1308.5 (a-f)
Policy:	SCOE Head Start Programs will implement a selection process that is consistent with the performance standards.

Procedure:

1. Program staff will utilize the recruitment, prioritizing and selection procedure approved by the Policy Council when enrolling children into the Head Start Programs. Programs may utilize additional priority criteria if approved by their Policy Committees.
2. Recruitment efforts will result in families contacting either a Head Start Central Office or a Head Start center directly to make an appointment to complete a Child/Family Services Head Start Application. Calls coming into a Central Office will be referred to the appropriate Head Start site.
3. The application information will be added to the wait list by entering it into COPA.
4. When a parent/guardian expresses during the application process that his/her child has special needs;
 - The program staff will verify the disability status of a child by obtaining a current (within one year of date written) Individual Family Service Plan (IFSP) for infants/toddlers 0-36 months or current Individualized Education Program (IEP) for children over age three years. Note: An IFSP expires on the child's 3rd birthday regardless of the date written.
 - If there is a current IFSP/IEP, program staff will indicate in the COPA Child Application that the child has a "Certified IFSP" or "Certified IEP"
 - If a child has not been identified with a disability but is in the process of evaluation or if a parent expresses concern, staff will indicate in the COPA Child Application that the child has a "Suspected Disability".
5. After acquiring health staff approval of the child's application, program staff will submit the application along with eligibility documentation to the appropriate manager. Management staff will review the application and attached eligibility information. If the application is complete and the child is eligible to participate in the program, the management staff will sign the application and place the child on the COPA eligible accepted list. If the application is not complete, it will be returned to the appropriate staff person for correction.
6. Prior to the beginning of the program year the Disabilities Supervisor will place children with special needs in each COPA pre-enrolled class list as appropriate. Impact on the overall make-up of the class, individual special needs, and total enrollment will be considered when making appropriate placements for children.
7. Management staff will develop the remaining class list by placing children with the highest priority on the COPA pre-enrolled list.
8. As openings occur during the year, management staff will utilize the COPA eligible accepted list to determine the next child with the highest priority to be served.
9. When a child with an IFSP/IEP is the next eligible child on a program's waitlist, the appropriate manager will email the Disabilities Supervisor with a request to release the child in COPA for enrollment.

10. Within two days of the request, the grantee Disabilities Supervisor will review the child's information and determine if the placement is appropriate for the child. If appropriate the Disabilities Supervisor will place the child on the COPA pre-enrolled list. Program staff will meet with the family to determine the specific needs of the child on an IFSP/IEP prior to enrollment.
11. Management staff will notify the grantee Disabilities Supervisor when any child with a disability is dropped from the program.

Note: See next page for Flow Chart

Supervised by: Director

Performed by: Family Service Worker, Disabilities Supervisor, Child Development Supervisor

Forms needed: CFS Application

Frequency: Ongoing

