

- Area:** Eligibility, Recruitment, Selection, Enrollment, and Attendance
- Subject:** EL11 – State/Head Start Collaboration Program Enrollment Procedure
- Reference:** Title 5 Sections 18081-18107, Funding Terms and Conditions I, Head Start Performance Standards 1305.4 (a-e)
- Policy:** Families shall be enrolled in the State/Head Start Collaboration program according to the state admission priorities and Head Start Performance Standards. A vacancy in the program shall be filled within ten (10) days.

Procedure:

1. Child Development Supervisor or designee will notify the Child Care Specialist and Family Service Worker when a vacancy occurs.
2. Family Service Worker will pull a CEL Priority/Contact List and change the child's status to pending.
3. Family Service Worker will contact families by telephone and verbally verify their eligibility for both the State and Head Start programs.
 - Eligible-Using Microsoft Outlook, Family Service Worker will schedule a pre-registration appointment for the Child Care Specialist and parent/guardian.
 - Not Eligible-Family Service Worker informs parent/guardian they need to update their information on the CEL.
4. Child Care Specialist will prepare an enrollment packet which includes all State and Head Start documentation.
5. Child Care Specialist will conduct a pre-registration appointment that includes a review of the program process and procedures, and the certification process. Enrollment packet shall be reviewed. An enrollment appointment to return the packet will be scheduled to occur within two business days.
6. Pre-enrollment appointment.
 - Family Service Worker will take Head Start application to verify eligibility. Family Service Worker will enter data into COPA, print Head Start application, and obtain parent signature. All documentation shall be forwarded to Health Staff and Child Development Supervisor for approval.
 - Child Care Specialist shall review and verify all contents of the State basic data file to determine eligibility. Family data shall be entered into KinderTrack and needed signatures obtained.
7. Child Development Supervisor will notify Child Care Specialist and Family Service Worker when the Head Start application has been approved.
8. Child Care Specialist will approve or deny the family's/child's eligibility for child care and development services by issuing an approval/denial Notice of Action.
 - If child care services are approved the estimated recertification date shall be the last day of the prior month for the following year (Example: Certified on 8/14/06. Estimated recertification date would be 7/31/07).
 - If child care services are approved and a family member is incapacitated, the estimated recertification date shall be the incapacitation end date. Note: The incapacitation end date

may not exceed 12 months from date of application.

- If child care services are approved and the family is being certified as At Risk or CPS, the estimated recertification date shall be three (3) months for At Risk and six (6) months for CPS from the date of the referral letter.
9. Child Care Specialist will update the children status on the CEL within two (2) weeks.
 10. Child Care Specialist will submit a copy of the CD9600, Notice of Action, LIC 700 and need verification to the Child Development Supervisor prior to the child's enrollment date.
 11. Child Development Supervisor will schedule a time for the appropriate State/Head Start staff to meet with the parent to conduct a State/Head Start enrollment orientation at the center.
 12. Child starts services one (1) day after the center orientation is held.
 13. Child Care Specialist will monitor the family's State changes. An area at the center will be designated for families to report their changes in writing. The Family Service Worker will forward all changes to the DeArmond office within two (2) business days. Copies of all NOA's shall be placed in the Child Development Supervisor's box. At any point that the family has a family fee the child will be terminated from the State program effective in two (2) weeks and the Child Development Supervisor will be contacted via email immediately. Contact with family will be recorded in the note section of KinderTrack.
 14. Family Service Worker will maintain all Head Start documentation and the Child Care Specialist will maintain all State documentation.

Note: See next page for Flow Chart

Supervised by:	Child Development Supervisor, Coordinator of Early Childhood Programs
Performed by:	Child Care Specialist, Family Service Worker, Health Staff
Forms needed:	CEL Vacancy Request Form, CD9600, CD9600A, NOA, Income Worksheet, Family Needs Questionnaire, Employment Verification, Training Verification, Statement of Incapacity, Homeless Declaration, Child Health and Emergency Information (LIC 700), Health Questionnaire, CPS or At Risk written referral, Declaration of Parent Fee Responsibility, Head Start Application
Frequency:	Ongoing