

Mercer County Head Start Policies and Procedures

P/P Topic:	Enrollment	P/P #:	018
Part:	1305	PC Approval Date:	10/23/2008
Subpart:	Eligibility, Recruitment, Selection, Enrollment and Attendance	Last Reviewed Date:	10/23/2008
Section Title(s):	Age of children and family income eligibility; Recruitment of children, Selection process, Enrollment and re-enrollment	Implementation Responsibility:	Family Advocates
Related Performance Standard(s):	1305.40, 1305.50, 1305.60, 1305.70	Monitoring Responsibility:	Family and Community Partnership Manager

(A) Policy	Children will be enrolled according to Age, Family Income eligibility, Foster, TANF, SSI, or Homeless, with vacancies filled from the criteria based waiting list.
(B) Responsibility	Family Advocates
C) Procedure	<ul style="list-style-type: none"> ▪ The program will actively seek children who are age three by August 1, of the current school year. When all efforts to identify age eligible children are exhausted, children may be enrolled as they turn three years of age throughout the school year. ▪ Kindergarten age eligible children will only be accepted for enrollment according to the Enrollment of Kindergarten Age Eligible Children Policy. ▪ At least 90% of the children who are enrolled will be from low-income families. Of these low-income families, 35% may be up to 130% of the poverty guidelines. Up to 10% of the children enrolled may be from families that exceed the low-income guidelines but who meet the criteria for enrollment. At least 10% of the total funded enrollment will be reserved for serving children with an identified disability. ▪ Family eligibility will be determined by examination of appropriate documentation and includes a signed statement by agency Family Advocate or other appropriate staff. Internal monitoring will occur at least twice per school year. FCPM will monitor on a random basis through-out the school year. Income verification documents will be maintained in a separate file, in a locked cabinet in the Family Advocate's office.

	<ul style="list-style-type: none">▪ Identification of families eligible for re-enrollment will begin in March of the current year for the following year.▪ Children enrolled in Head Start will remain eligible for enrollment in the program without re-establishing income eligibility or criteria points for a period of two years unless the child becomes age-eligible for kindergarten.▪ Children will be assigned to the appropriate center base classroom or home base from the waiting list. A waiting list, ranking the children according to program selection criteria, will be developed and maintained throughout the program year to assure that eligible children are identified for enrollment as vacancies occur.▪ All vacancies will be filled within thirty days for the replacement vacancy.▪ The program will actively seek applications for vacancies for the current year until 60 days or less remains in the program year. Enrollment from other Head Start programs will continue to be processed.