

## **1305.00 Recruitment/Enrollment**

### **A. Eligibility**

Head Start Income Guidelines, furnished by the ACF-IM-HS-07-05, determines the basic eligibility status of a family. Head Start guidelines determine that enrollment be limited to children ages three to compulsory school age (age five in Tennessee). This practice is followed. When applications are received, the Family Partnership Specialist is responsible for determining income eligibility, completing the selection criteria. 10% of the slots will be maintained by children with disabilities eligible for special education and related services or Early Intervention services. Income will be verified by the Family and Community Partnership Specialist through documentation and signed by that employee.

As defined by the McKinney-Vento Homeless Assistance Act, homeless children are automatically eligible for HS and are actively recruited. All eligible applicants will be notified in writing of their application status, (i.e., enrolled or waiting list). Ineligible applicants will also be informed of the reason.

### **B. Recruitment**

Recruitment will begin with returning children in January. The Head Start Staff will begin advertising in the local paper, on community internet new sites and put fliers up in community businesses. Head Start will utilize community support by signing children up in local buildings or business. Other agencies give referrals on children (i.e. Health Department, Department of Children Services, etc.) which allows Head Start Staff knowledge of priority children prior to recruitment, allowing referrals to be followed up on early. Head Start Staff then assists families with the Enrollment Procedure.

### **C. Geographic Area**

The area to be served includes Spencer City and Van Buren County. The Head Start center is located on the eastern side of the county in the former Mountain View School building.

## D. Selection

Selection priorities are based upon data obtained in the Community Assessment and approved by the Policy Council. After the initial screening, this separates the income eligible applicants from the ineligible applicants. The following criteria are applied to the eligible applicants to establish the order of their enrollment; (parent status, disability, social service need and age).

## E. Enrollment

Enrollment of Head Start Children will be based upon Van Buren County Head Start Selection Criteria to include: Income Eligible Children, disability children, homeless children and others with written approval by the director, after hardship circumstances have been established and documented. 35% of children enrolled where the family income is 100% to 130% of the federal poverty guidelines will be given next consideration. Over income (more than thirty-five (130% of the federal poverty guidelines) will be selected only at last resort. Upon enrollment, parents will visit their child's center in compliance with Tennessee Day Care Licensing Regulations. The day of the Parent visit and/or orientation it will be documented as the visit and orientation into the program.

During the school year, as the center reaches and maintains full enrollment, a waiting list of eligible children will be maintained for each center. As a slot becomes vacant, it will be filled from the neediest children on the waiting list as determined by the selection criteria score for that option, unless 60 calendar days remain in the program's enrollment year. After all efforts have been exhausted to enroll a disability child the Family Service Specialist will work closely with the Disability Services Specialist and the Van Buren County School System to determine the appropriate placement for the child to be referred.

Each agency shall enroll 100% of its funded enrollment and maintain active waiting list with outreach to community and activities to identify underserved populations.

Agencies must report to ACF actual enrollment and if enrollment falls below the funded amount, report reasons why. ACF will review monthly enrollment data to determine who is operating on a less than funded enrollment level, and a plan be devised to eliminate under-enrollment. ACF will provide T/TA.