
Subject : Recruitment Process

Source: This policy complies with Head Start Performance Standard 45 CFR 1305.5

Policy

Early Head Start will develop a recruitment plan each year to systematically identify families whose children may be eligible for Early Head Start services, inform them of services, and encourage them to apply for enrollment into the program.

Procedure

1. Refer to Recruitment Action Plan for outline of specific tasks, responsibilities and duties.
2. Recruitment Action Plan is reviewed annually by the Recruitment/Selection Committee.
3. Recruitment activities will encompass the entire service area of Wichita County.
4. Early Head Start parents are requested to inform relatives and friends with eligible children about program recruitment.
5. Applications will be made available at a variety of locations to ensure that interested persons have ready access and agencies can readily refer clients to the program.
6. Announcements are posted in community and local service building, businesses, churches, and television stations. (See Recruitment Action Plan).
7. Recruitment information will be available in Spanish. Translators will translate materials as needed and provide assistance to families during the recruitment process.
8. The recruitment effort includes recruiting children who have severe disabilities, including children who have previously identified as having disabilities. Ten percent of enrollment opportunities will be made available to children with disabilities.