
Subject: Selection Process

Source: This policy complies with Head Start Performance Standard 45 CFR 1305.6

Policy

The North Texas Parent and Child Development, Inc., Early Head Start Program will establish and annually review the program selection criteria. These criteria will consider the age of the child, and the extent to which the family meets the criteria established. Ten percent of enrollment opportunities each year will be made available to children with disabilities.

Procedure

The North Texas Parent and Child Development, Inc., Early Head Start Program screening committee consists of the:

- Program Director,
 - Content Area managers
1. The Social Services Manager will provide each member a copy of the Poverty Guidelines, the Selection Criteria, and the selection process Performance Standard. Before the application for eligibility is screened, the following documents must accompany it: income verification, immunization record, birth certificate, child's Medicaid or private insurance, current well child check-up (at the time of application), copy of TANF and SSI income (if it is received), copy of admission to school (if parent is attending college/training), a copy of grant awarded (if parent receives to attend school), and a copy of any IFSP or physicians diagnosis of a disability (if child has a disability).
 2. They will receive each application that is being screened separately and verify that all required documents are attached, the eligibility section on the recruitment application has been completed and signed, the eligibility verification form from Child Plus is attached, signed and matches the application, and that the application has been scored correctly according to the selection criteria.
 3. Once all the information has been verified, each member of the screening committee will sign the form verifying that the application is approved (or disapproved) and correct.
 4. After the screening committee has approved an application, the family is sent one of two letters:
 - A. Family is eligible and child is placed on wait list
 - B. Family is not eligible
 5. The child is then placed on the wait list for their birth year first by points (highest points first), then by application date (earliest application first).

In selecting the children and families to be served, the Early Head Start program considers the income of eligible families, the age of the child, and the extent to which the child/family meets the criteria established. At least ten percent of the total number of enrollment must be made available to children who have been professionally diagnosed as having disabilities. The North Texas Parent and Child Development, Inc., Early Head Start Program, must maintain waiting lists that rank children according to the program selection criteria to ensure that eligible children enter the program as vacancies occur.

The selection criteria considers: the child's age, family income, public assistance, foster children, disabilities, parental status, homeless families, and other criteria determined by the community assessment.