

**ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT
AND
ATTENDANCE PLAN
2012-2013**

INTRODUCTION

The North Texas Parent and Child Development, Inc., Early Head Start Program of Wichita Falls/Wichita County will serve 92 children whose families meet the income guidelines.

1305.1 Purpose and Scope

This part describes requirements for determining community needs and recruitment areas. It contains requirements and procedures for eligibility determination, recruitment, selection, enrollment and attendance of children in Early Head Start programs and the policy concerning the charging of fees by Early Head Start programs.

1305.2 Definitions

See Performance Standards

1305.3 Determining Community Needs

The North Texas Parent and Child Development, Inc., Early Head Start Program and/or Managers does a community needs assessment annually regarding an estimated number, geographic location, and racial and ethnicity of children within this county.

1305.4 Age of children and family income eligibility

To be eligible for Early Head Start services, you must be a pregnant woman, or child age zero to 3 years old. Once a child has been enrolled into the Early Head Start Program, they remain eligible for the program. At least 90% percent of the children enrolled in the Early Head Start Program must be from low income families. Up to ten percent of the children enrolled may be children from families who exceed the income guidelines. Ten percent of total enrollment is reserved for children with disabilities.

The family income must be verified to determine that a child is eligible to participate

To determine a family's eligibility, income verification is needed. Verification may include: completed individual income tax form, W-2 forms, pay stubs, written statement from employers, pay envelope, military leave earning statement (LES) or documentation showing current status as recipients of public assistance (TANF).

1305.5 Recruitment of children

The recruitment process is designed to inform all Early Head Start eligible families of our services and encourage families to apply for the Early Head Start program. The recruitment process begins in March and is ongoing as needed. The process may include canvassing the local community, use of news releases, letters of recruitment, advertising, and use of family referrals and referrals from other public and private agencies.

1305.6 Selection Process

The North Texas Parent and Child Development, Inc., Early Head Start Program screening committee consists of the Social Services/Parent Involvement Manager, Program Director, and Content Area managers. The Social Services/ Parent Involvement Manager will provide each member with a copy of the Poverty Income Guidelines. They will receive each application that is being screened separately, and once screening has been completed, each member will sign off on the sheet to verify that they have agreed with the decision made for each application.

Before the application for eligibility is screened, the following documents must accompany this form: income verification, child health record, immunization card, birth certificate, child's Medicaid or private insurance, copy of TANF and SSI income (if it is received), copy of admission to school (if parent is attending college/training), and a copy of grant awarded (if parent receives to attend school).

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. Letters of acceptance are mailed to each family selected with an explanation of their child's status.

The screening committee accepts children in the following priority: all returning children are accepted as returnees for the following year, children of families with special needs that meet the income guidelines, children whose families receive public assistance, single parent families, disabled parents who are currently students or in training grandparents rearing grandchildren, and children with disabilities.

1305.7 Enrollment and re-enrollment

If a child has been found income eligible and is participating in the program, he or she will remain income eligible while they are participating in the Early Head Start Program. The North Texas Parent and Child Development, Inc., Early Head Start Program, will maintain a full enrollment at all times. To ensure full enrollment, centers are to inform parents during parent orientation of the importance of regular attendance once the child is enrolled in the program.

1305.8 Attendance

The North Texas Parent and Child Development, Inc., Early Head Start Program will strive to maintain a minimum enrollment of eighty-five percent of the Average Daily Attendance. If a child is absent for more than three (3) consecutive days, the child's teacher must submit an In-House Referral to the Center Coordinator (CC) indicating this information. At that time, the CC must attempt contact with the family by telephone. Once parent contact has been made, the CC will emphasize the benefits of regular attendance, while at the same time remaining sensitive to any special family circumstances.

If the absences are a result of illness, parent/guardian must provide a doctor's statement and no special action is required. If, however, the absences result from other factors including temporary family problems that affect a child's regular attendance, the EHS team will make every possible effort to work with the family in order for the children to return to the center. Our desire is to keep all children in the program if possible. If a child must withdraw from school, we must according to the Performance Standards fill that slot within 30 day (See Attendance Policy).

1305.9 Policy on fees

The North Texas Parent and Child Development, Inc., Early Head Start Program will not prescribe any fee schedule or otherwise charge for participation in the Early Head Start Program.

1305.10 Compliance

A grantee's failure to comply with requirements of this part may result in a denial of refunding or termination in accordance with 45 CFR part 1303.