
		DHS Head Start Program Policy			
ERSEA 1					
SUBJECT		Determining Community Strengths & Needs			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		02/17/2020			
Policy Council Approval: 1/24/17		Policy Council Revision: 11/19/19		Governing Body Approval: 2/20/17	
				Governing Body Revision: 12/13/19	
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Policy:

The Head Start Program will perform a Community Assessment once over the five-year grant period with annual updates. Results from the Community Assessment will be used to ensure community strengths, needs, and resources are identified and adequately integrated. Results from the Community Assessment and updates will be analyzed, as required by Head Start Performance Standards.

Results from the Community Assessment will be used annually to reassess long and short- range objectives; service areas, program options and services provided; center locations; and criteria that assign eligibility priority to children and families.

The Community Assessment and updates will include information related to:



- Number of children experiencing homelessness and foster care
- Availability of publicly funded full daypre-kindergarten
- Availability of early childhood programs in the community
- Availability of state and other publicly funded preschool
- Demographic data on Head Start eligible children and families
- Children with disabilities, including types of disabilities and services
- Education, health, nutrition, and social service needs of Head Start eligible children and their families including prevalent social or economic factors impacting their well-being
- Typical work, school, and training schedules of parents with eligible children
- Child development, childcare centers, family childcare programs, publicly funded state and local preschools and approximate number of eligible children served
- Community resources and strengths

If resources are determined to be inadequate to meet the needs of the entire service area, the Head Start Program will select the areas that have the greatest need for Head Start Program services.

Community Assessments and all updates will be approved by the Head Start Policy Council and Governing Body Advisory Committee which holds responsibility of programmatic oversight as it reports to the City Council (Governing Body).

Performance Standard:

1302.11; Head Start Act Sec. 642 (b) (11) (e) (1)

		DHS Head Start Program Policy			
ERSEA 2					
SUBJECT		Eligibility			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		02/01/2020			
Policy Council Approval: 1/24/17		Policy Council Revision: 11/19/19		Governing Body Approval: 2/20/17	
				Governing Body Revision: 12/13/19	
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Policy:

The application process must be completed prior to determining a child’s eligibility into the Head Start Program and include requirements described in age, service area, and income sections below:

- **Age:**
 - Head Start Educational Service Providers must verify age. Children must be at least 3 years old or turn 3 years old on or before September 1st and be no older than the age required to attend school to be eligible for Head Start services. Exceptions may be made for children with disabilities.

- **Service Area:**
 - Children applying for the Head Start Program must be eligible for enrollment within Edgewood or San Antonio Independent School Districts.

- **Income:**
 - Family’s income is equal to or below the 100 % poverty guideline:or
 - Family is eligible for or in the absence of childcare would be potentially eligible for public assistance, including TANF child only payments; or
 - Children who are in foster/kinship care or children who are homeless are eligible for the Head Start Programs services regardless of income.
 - If a child transitions from an EHS-CCP Program to a Head Start Program, the family’s income must be re-verified.



- **Additional Allowances:**
 - Families with an income at or below 130% of the *Federal Poverty Guidelines* may be eligible for enrollment in the Head Start Programs if the program has exhausted all efforts to recruit and enroll all eligible children. The total number

of families with income between 101%-130% of the *Federal Poverty Guidelines* must not exceed 35% of the total funded enrollment.

- Families with an income above 130% of the *Federal Poverty Guidelines* may be with an income above 130% of the *Federal Poverty Guidelines* must not exceed 10% of total funded enrollment. Children accepted above the 130% of the *Federal Poverty Guideline* must be approved by the grantee's administrator.

Performance Standard:

1302.12; City Policy ERSEA 4

		DHS Head Start Program Policy			
ERSEA 3					
SUBJECT		Training			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		12.01.2019			
Policy Council Approval: 1/24/17		Policy Council Revision: 11/19/19		Governing Body Approval: 2/20/17	
				Governing Body Revision: 12/13/19	
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Policy:

The Head Start Program and Educational Service Providers will develop a system to provide training on Head Start and Early Head Start-Child Care Partnership eligibility, Head Start Program Performance Standards and ERSEA policies and procedures that include at minimum the following:

- Annual training for Head Start Administrator, Directors, other management staff, and any staff who determine Head Start eligibility to include:
 - Methods on how to collect and complete eligibility information from families and third party sources;
 - Strategies for treating families with dignity and respect and dealing with possible issues of domestic violence, stigma, and privacy; and,
 - Program policies, procedures, and actions taken against staff, families or participants who provide false information.
- Training for any staff member who determines Head Start eligibility within 90 days of hire;
- Training for Governing Body and Policy Council members within 180 days of the beginning of a term; and,
- Maintain all training records, including sign in sheets, agendas, and training materials.

Performance Standard:

1302.12 (m) (1-4)

		DHS Head Start Program Policy			
ERSEA 4					
SUBJECT		Recruitment of Children			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		02/01/2020			
Policy Council Approval: 1/24/17		Policy Council Revision: 11/19/19		Governing Body Approval: 2/20/17	
				Governing Body Revision: 12/13/19	
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Policy:

The Head Start Program and Education Service providers will actively locate and recruit families most in need of Head Start services including children with disabilities, those who are experiencing homelessness, in foster care, English Language Learners, and other vulnerable children.

A recruitment plan will be developed each year and approved by the Head Start Policy Council and Governing Body Advisory Committee which holds responsibility of programmatic oversight as it reports to the City Council (Governing Body).

Head Start Programs will publicize the recruitment areas to enhance the likelihood that eligible families and children will apply for the program.

Recruitment materials will be available in the applicant’s native language or when possible, staff will be available to communicate with families in their native language.

Each Education Service Provider must maintain a monitoring system for recruitment and report to the Head Start Programs on all recruitment efforts.

Performance Standard:

1302.13; Head Start Act Sec. 642 (b) (11) (e) (1)



DHS, Head Start Program Policy



ERSEA 5

SUBJECT	Selection		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	02/01/2020		
Policy Council Approval: 1/24/17	Policy Council Revision: 1/25/22	Governing Body Approval: 2/20/17	Governing Body Revision: 2/24/22
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Policy:

DHS Head Start Program will select children and families with the most need for Head Start Services without regard for race, gender, disability, or creed in accordance with Head Start Program Performance Standards, Head Start Act, and the DHS Head Start Program ERSEA policies.

If a child is declared eligible, their selection will be based on points received from the Selection Criteria Point System which is developed from the Community Assessment and approved by the Policy Council and the Governing Body Advisory Committee which holds responsibility of programmatic oversight as it reports to the City Council (Governing Body).

At the beginning of each enrollment year, eligible children will be placed on a waiting list and prioritized according to the Selection Criteria Point System. A minimum of three separate selection events must occur. Selections must not exceed 90% of funded enrollment during the first two selection events. A waiting list must continue to be maintained throughout the program year to ensure the children with the most need are selected for the program as slots become available.

Selections must be conducted using the following waitlist priorities:

- **Income Eligible on the waitlist from 0% - 100%**
 - Using the waitlist developed by the point system, Education Service Providers will first select children whose family income is at or below 100% of the *Federal Poverty Guideline* or those who are eligible for or, in the absence of childcare, would be potentially eligible for public assistance; or children who are experiencing homelessness or in foster care.

- **Income Eligible on the waitlist from 101%-130%**

Education Service Providers may select up to 35% of families who do not meet the Income Eligible criteria above. These selections may occur after demonstrating to the City they have conducted outreach and exhausted all resources to enroll income eligible children, families eligible for or in the absence of childcare, would be potentially eligible for public assistance, children who are homeless, in foster care, and children with disabilities.

- **Over Income on the waitlist 131% and above**

- Education Service Providers must receive approval from the City Head Start Program Administrator prior to selecting an over income child unless the child has a diagnosed or suspected disability. Total participants accepted for this selection must not exceed 10% of the program funded enrollment. Excluding this priority, Education Service Providers may select over-income children after demonstrating to the City they have conducted outreach and exhausted all resources to enroll income eligible children, families eligible for or in the absence of childcare, would be potentially eligible for public assistance, children who are homeless or in foster care.

Selection Exceptions:

- **Children with Disabilities**

- To comply with Head Start's requirement of having 10 percent of actual enrollment be children with diagnosed disabilities, Education Service Providers must give first priority to children with diagnosed disabilities during the selection process. This priority will stay in effect until 10percent of enrolled children are children with disabilities and will be granted as follows:

1. Income eligible children from 0-100% Federal Poverty Guideline with diagnosed disabilities with a current Individualized Education Plan (IEP).
2. Income eligible children from 101-130% Federal Poverty Guideline with diagnosed disabilities with a current Individualized Education Plan (IEP).
3. Over income children (over 130% Federal Poverty Guideline) with diagnosed disabilities with a current Individualized Education Plan (IEP).
4. Income eligible children from 0-100% Federal Poverty Guideline with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/or letter from a licensed professional.
5. Over income eligible children from 101-130% Federal Poverty Guideline with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/or letter from a licensed professional.

6. Over income children (over 130% Federal Poverty Guideline) with suspected disabilities with a current Individualized Family Service Plan (IFSP) and/or letter from a licensed professional.

All IEPs, IFSPs and letters from a licensed professional must be reviewed and verified by the Education Service Provider's Disability Coordinator. All supporting documentation must be scanned and attached in Child Plus.

- **Children identified as Limited English Proficient (LEP)**
 - To place children who speak a language other than English in the appropriate language classrooms, the Education Service Providers may create a bilingual classroom. At the point a classroom is designated as bilingual and, in order to fill all vacancies in that classroom, Education Service Providers may select the next child identified as LEP on their waiting list even if that child has fewer points or is over-income.
- **Tiebreaker**
 - In cases where families have the same point total for the same slot, priority will be given to the younger child.
- **Bilingual/Dual Language Classrooms**
 - Children must be determined as English Language Learners to participate in a dual language/bilingual classroom. Education Service Providers must develop and implement procedures to determine if a child is identified as an English Language Learner. Education Service Providers will select children and place in a language appropriate classroom based the child's completed Home Language Survey. Education Service Providers will develop a system to test English Language Learners and must not create barriers for enrollment.

Performance Standard(s):



1302.14

Head Start Act:

Sec. 642 (c) (2)(d) (ii)

City Policy:

ERSEA 5



		DHS Head Start Program Policy			
ERSEA 6					
SUBJECT		Records			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		02/01/2020			
Policy Council Approval: 11/19/19		Policy Council Revision: 11/19/19		Governing Body Approval: 12/13/19	
				Governing Body Revision: 12/13/19	
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Policy:

Head Start Program Education Service Providers must maintain eligibility determination records for any child enrolled in the program. All records must be kept for a minimum of five years after a child is no longer enrolled in the program.

Performance Standard:

1302.12 (k) (1-3)

		DHS Head Start Program Policy			
ERSEA 7					
SUBJECT		Violation of Eligibility Determination Regulations			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		02/01/2020			
Policy Council Approval: 1/24/17		Policy Council Revision: 11/19/19		Governing Body Approval: 2/20/17	
				Governing Body Revision: 12/13/19	
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Policy:



The Head Start Program and Education Service Providers must develop procedures to address the violation of eligibility determination regulations that include, at a minimum, the following:

- Consequences for staff violating Federal and program eligibility determination regulations.
- Consequences for staff enrolling a child ineligible to receive Early Head Start or Head Start Services.
- Consequences for providing false information or documentation, including possible removal from the program.
- Actions against staff who intentionally violate federal and program eligibility determination regulations.

On an annual basis all staff must complete an Acknowledgement of Eligibility Regulations form.

Performance Standard:

1302.12 (L)

		DHS, Head Start Program Policy			
ERSEA 8					
SUBJECT		Enrollment			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		02/01/2020			
Policy Council Approval: 1/24/17		Policy Council Revision: 1/25/22		Governing Body Approval: 2/20/17	
				Governing Body Revision: 2/24/22	
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Policy:

All forms must be completed, and any necessary documents obtained prior to enrollment of a child in Head Start programs.

Each provider will be fully enrolled within 30 days of program start date and must fill any vacancies within 30 days.

If a child is determined eligible and is enrolled in the Head Start program, he or she remains eligible through that enrollment year and the immediate succeeding enrollment year; however, all children must go through the re-certification process prior to enrolling for a third year.

- Only children with a documented disability and Individualized Education Plan (IEP) may maintain enrollment in Head Start for a third year. The Education Service Provider will develop and implement procedures to ensure appropriate enrollment documentation requirements are met to include reverification of income

Education Service Providers may reserve slots for children experiencing homelessness and children in foster care when a vacancy occurs. No more than three percent (3%) of funded enrollment slots may be reserved.

- Educational Service Providers must fill all reserved slots within 30 days. If not filled, the slots then become vacant. From the time the reserved slots become vacant, the Education Service Provider must fill the slots as soon as possible, not to exceed 30 days.

Performance Standard:

1302.15



DHS Head Start Program Policy



ERSEA 9

SUBJECT	Attendance		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE	01/01/2020		
Policy Council Approval: 1/24/17	Policy Council Revision: 12/17/19	Governing Body Approval: 2/20/17	Governing Body Revision: 3/5/20

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Policy:

Education Service Provider will create a process to provide attendance to Head Start Program on a daily basis. Head Start Program will ensure daily attendance and absences are recorded in ChildPlus.

- The Head Start Program will implement a process to attempt to contact the parent/guardian for any unexpected absences to ensure the child's well-being. Head Start Program and Education Service Provider will create a system to not duplicate efforts when attempting to contact the parent/guardian and sharing information obtained.
- The Head Start Program and Education Service Provider will provide supported efforts to promote the child's regular attendance.
 - Education Service Providers and Family Support Workers (FSW) will emphasize and provide information about the benefits of regular attendance, support families to promote regular attendance, and assist families with referrals for services that will enhance attendance.
 - The Head Start Program will conduct a home visit or other direct contact with child's parents if a child has 2 consecutive unexplained absences.
 - Within the first 60 days of the program year and thereafter, the FSW and Education Service Providers must conduct an analysis utilizing individual child attendance data to identify children at risk of missing 10% of program days per year. Together, the Education Service Provider and FSW must create an improvement plan that identify reasons for absenteeism and develop strategies to improve the child's attendance. Strategies may include direct

contact with parents or intensive case management. All efforts and contact with parents must be documented in Child Plus.

- Education Service Providers will include in their procedures a process for addressing temporary family situations that affect a child's regular attendance. When a child's scheduled needs to be modified due to an IEP, custody, etc. the Education Service Provider must inform the City of San Antonio to modify child's schedule in ChildPlus.
- In circumstances where chronic absenteeism persists and the program has made appropriate efforts to reengage the family and attendance does not resume, with the Head Start Program Administrator's authorization, the child's slot must be considered vacant. The child will be placed back on the waitlist for future reconsideration should the family's circumstances change, and the family becomes reengaged.



When the monthly average daily attendance rate falls below 85%, the Education Service Provider must analyze the causes of absenteeism and determine the systemic issues contributing to the program's absentee rate. Education Service Providers must implement a process, utilizing absenteeism data to identify program strengths and needs and implement a plan to continuously evaluate compliance of performance standards and report to the Head Start Program.

Education Service Providers must support homeless eligible children by allowing attendance up to 90 days, or as allowed under state licensing requirements, without immunization and other records. Programs must give families reasonable time to present documents and work with families to obtain immunizations to comply with state requirements.

- Education Service Providers must assist with coordinating transportation services for homeless children experiencing absenteeism due to transportation to and from their campuses.

Performance Standard:

1302.16 (a) (1-3) (b); 1302.102 (b-c)



		DHS Head Start Program Policy			
ERSEA 10					
SUBJECT		Suspension and Expulsion			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		02/01/2017			
Policy Council Approval: 1/24/17		Policy Council Revision: 11/19/19		Governing Body Approval: 2/20/17	
				Governing Body Revision: 12/13/19	
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Policy:

The Head Start Program prohibits Educational Service Providers from suspending, expelling, or un-enrolling a child from a Head Start Program due to a child’s behavior. Exceptions to this policy may be considered on a case-by-case basis. Consultation with the Grant Recipient’s Mental Health Coordinator and Education Service Provider must be conducted to determine if the child’s enrollment presents a safety threat to the child or other enrolled children. These exceptions must be submitted to the Head Start Administrator for approval prior to any action.

Performance Standard:

1302.17 (a) (b)

		DHS Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services	
ERSEA 11					
SUBJECT		Policy on Fees			
REFERENCE		Eligibility, Recruitment, Selection, Enrollment, and Attendance			
EFFECTIVE		02/01/2017			
Policy Council Approval: 1/24/17		Policy Council Revision: 11/19/19		Governing Body Approval: 2/20/17	
				Governing Body Revision: 12/13/19	
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Policy:

Head Start Programs do not charge any fees for participation in the program. Education Service Providers may not request parents to provide any supplies, materials, money, or other items including snacks for special celebrations or events. Teachers may accept donations for special celebrations or events but cannot exclude a child’s participation of events contingent on donations.

Education Service Providers may not charge fees for field trips or other activities and events. The Head Start Program provide adequate funding for all field trips to include parental participation and meals.

The Head Start Program encourages all Head Start staff to follow Education Service Provider district and campus policies, procedures, and guidelines regarding special celebrations and events, including birthday celebrations.

Performance Standard:

1302.18