

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: A- Eligibility, Recruitment, Selection, Enrollment, and Attendance

Section: 1302.14 Selection Process

Subject: Early Head Start Selection

Policy

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

Procedure

1. After a child's application is processed and ERSEA verification is complete then the application will be placed on a waiting list until an opening becomes available.
2. Staff will develop and maintain a waiting list using points system and age of the child as the deciding factors.
3. A child will be selected based on the point system. However, the child's age and classroom vacancy will be taken into consideration when filling an opening.
4. If it is determined that a child is ready to advance to the next class, the vacancy will open in the class they leave. A staffing will be held between the center director, administrative staff, and the child's family to make that determination.
5. Over-income children will be placed on the waiting list following any income-eligible children and will be considered only if no income-eligible children are available.
6. As an Early Head Start child nears its third birthday, staff will begin a transition for the family to allow the child every opportunity to move into a Head Start program or childcare program of the parent's choice by the child's third birthday.
7. An Early Head Start child who is eligible will be given extra points as an EHS child to assist with child's continuum of care and will be given first consideration when filling a three-year-old slot in Head Start to assist in the transition from Early Head Start as stated in PS 1302.70 that transitions into Head Start or another program should take place as soon as possible after the child's third birthday.

In selecting the children and families to be served, the Early Head Start program considers the income of the eligible families, the age of the child, and the extent to which the child/family meets the criteria established.

Early Head Start must maintain waiting lists that rank children according to the program selection criteria to ensure that eligible children enter the program as vacancies occur.