

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

Part: 1302 Program Operations
Subpart: A- Eligibility, Recruitment, Selection, Enrollment, and Attendance
Section: 1302.12 Determining, Verifying, and Documenting Eligibility
Subject: Over-Income Applications

Policy

Children with applications listed as over-income are the last to be enrolled for the upcoming school year. Every effort will be made to fill all slots with income eligible children first. Enrollment of over-income children will not be considered or reviewed by selection committee until two weeks before the start of the school year for any available slots that may be open at that time.

Procedure

1. The names for over-income children will be placed on waiting list according to the points from the criteria sheet.
2. Each family will receive a letter informing them of application status.
3. Two weeks prior to the start of the new school year, the Family Services Coordinator will call a meeting of the selection committee. The selection committee will first make sure that all eligible children have been placed. Any available slots will then be considered for over income children as long as the number of over-income enrolled remains below the 10% requirement. Children with a disability listed will be given priority consideration in the 10% over-income vacancy.
4. The Family Services Advocate will notify (through letter or telephone) parents that their child has been accepted for the Head Start/Early Head Start Program and schedule an appointment to complete the enrollment packet.
5. Any staff member who violates federal and program eligibility determination regulations and enrolls pregnant women and children that are not eligible to receive services will face disciplinary action as outlined in written policy and procedures.
6. All governing bodies, policy council, management, and staff who determine eligibility must be trained on federal regulations and program policies and procedures regarding eligibility within the 90 to 180 days as required.