

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

Part: 1302 Program Operations
Subpart: A- Eligibility, Recruitment, Selection, Enrollment, and Attendance
Section: 1302.13 Recruitment of Children
Subject: Recruitment

Policy

The program will develop and implement a recruitment and outreach process that is designed to inform families with Head Start and Early Head Start eligible children within the recruitment area HS/EHS services.

Procedure

1. For the recruitment of eligible children, the Family Services Coordinator will develop a recruitment and outreach plan. The plan will include:
 - a. Analysis of past recruitment efforts
 - b. A list of community partners and how recruitment interaction commonly takes place with them.
 - c. A list of possible community events that the program may be able to participate in for the purposes of outreach and/or recruitment.
 - d. Any other relevant information
2. Family Advocates will maintain a log of all efforts made to perform outreach in the community. This log will be reviewed by the Family Services Coordinator monthly. Any circumstances or challenges that have affected recruitment for that month must be documented on this log.
3. Applications are accepted year-round, but a concentrated effort takes place between March and June.
4. Letters of intent are sent to parents/guardians of three-year-old enrollees to inquire about the family's interest in their child attending the program the following year.
5. Staff will work closely with community agencies that serve children with disabilities, homeless children, and children in foster care to actively recruit children in the most need of services.