# 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:**    **Selection**

## Policy

Children will be selected for enrollment according to the criteria approved by the policy council. The criteria involves a point system, which indicates children in most need of Head Start/Early Head Start services.

## Procedure

1.  A criteria list, which identifies the number of points assigned to a particular criterion, is established and/or revised by the Head Start management team and approved annually by policy council. Criteria will be based on needs identified in the community needs assessment that includes family income, homelessness, if child is in foster care, child's age and if child is eligible for special education and related services as well as any other relevant family or child risk factors.

2.  The Policy Council reviews and approves the criteria at its February meeting. If it is determined that an adjustment to the selection criteria is needed at another time of the year, it should be discussed at the next scheduled Policy Council and if Policy Council agrees and approves, the selection criteria may also be updated at that time.

3.  The criteria form is completed by the Family Services Coordinator or designated staff member with each application received.

4.  Applicants for each center are prioritized according to the highest points calculated on the criteria form.

5.  The program must prioritize younger children as part of the selection criteria if service area offers a high quality publically funded pre-kindergarten for a full school day.

6.  The program will not deny enrollment based on a disability or chronic health condition or its severity.

7.  Not less than 10% of the total number of enrolled Early Head Start participants must be children with disabilities.

8.  If selection requirements have been met, children eligible for services under IDEA will be prioritized for the available slots in accordance with the program's selections criteria.

9.  Over income families will be listed on a separate waitlist as over income and be awarded points based on information provided on their application.

10. Applications on the waitlist will be updated with the latest Federal Poverty Guidelines within one month of the time of release each year. Updates to the Federal Poverty Guidelines are normally released around the end of January each calendar year. Updated Federal Poverty Guidelines may be used to consider applicants' eligibility as soon as they are released.