

JCPS Early Childhood Programs



ERSEA

Eligibility, Recruitment, Selection, Enrollment and Attendance

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This plan will address student eligibility, recruitment, selection, enrollment and attendance for Head Start and Early Head Start.

1. Eligibility

To ensure that eligible children and families receive Early Childhood Program services, the criteria for each of the programs are as follows:

EARLY HEAD START/HEAD START

1. Resides in Louisville/Jefferson County Metro, Jefferson County, Kentucky.
2. Age Requirement
 - a. Early Head Start - A child is required to be between the ages of 6 weeks up to 36 months by August 1st of the current school year.
 - b. Head Start – A child is required to be the age 4 or 3 years old by August 1st of the current school year and not older than the compulsory school age.
3. Eligibility Requirement
 - a. The family income for the number of persons in the family is not to exceed 100% of the federal poverty guidelines established each January of the calendar year.
 - b. The program could choose to enroll participants who are neither income-eligible nor categorically eligible and whose family income falls between 100 and 130% of the poverty line in accordance with 1302.12 (d) (1) of the Head Start Program Performance Standards.
 - c. The family is eligible for, or in the absence of childcare would be potentially eligible for, public assistance, including TANF child-only payments.
 - d. Head Start eligibility guidelines require at least 90% of enrolled children to be at or below the Federal Poverty Guidelines for the current program year or to be determined categorically eligible as defined below.
 - e. Ten percent (10%) of enrolled children may be from families who exceed the low-income guidelines, but who meet the criteria for selection and would benefit from Head Start services.

Categorically-eligible students are:

- f. **Homeless** - A child is homeless as defined below:

- According to section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2)), the term “homeless children and youths” —

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(A) means individuals who lack a fixed, regular, and adequate nighttime residence...; and (B) includes —

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Children and youth are considered homeless if they fit both part A and any one of the subparts of part B of the definition above.

- g. **Foster Care** - means 24-hour substitute care for children placed away from their parents or guardians and for whom the state agency has placement and care responsibility. This includes but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, childcare institutions and pre-adoptive homes.

A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption or whether there is Federal matching of any payments that are made.

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Eligibility Procedure

For the purposes of determining eligibility, Early Head Start and Head Start programs are permitted to consider, at the time of enrollment, information that most accurately reflects the needs of the family:

Income Verification

Family income must be verified before determining Early Head Start or Head Start eligibility. Children from families determined income-eligible or categorically eligible will have priority. Head Start programs are permitted to consider, at the time of enrollment, information that most accurately reflects the needs of the family. The program must use all family income for the relevant time period to determine eligibility according to income guidelines, state the relevant time period used to determine eligibility and state the total income for the relevant time period.

Acceptable documentation of income will be Individual Income Tax Forms, W-2 Forms, consecutive pay stubs, pay envelopes, written statements from employers, annual award letters showing current status as recipients of public assistance, child support payments and any educational grants, stipends and scholarships.

Income verification also includes the following:

- Conducting an in-person interview with Head Start or Early Head Start eligible family. (Staff may interview family over the telephone if in-person is not possible or convenient for the family.)
- Verifying all income information as noted above
- Creating an eligibility determination record for each enrolled participant according to paragraph (l) of this section.

The eligibility determination record will be defined as a signed statement indicating that staff have examined documents pertaining to the twelve (12) months immediately preceding application or to the preceding calendar year, and that the child is income-eligible for the program. Verification will also include the date and location of the in-person interview. If an in-person interview could not be completed, documentation of the phone interview must be included.

Family size will be defined as all persons living in the same household who are: (1) supported by the income of the parent(s) or guardian(s) of the child enrolling or participating in the program, and (2) related to the parent(s) or guardian(s) by blood, marriage, or adoption.

Age verification

Program staff must verify a child's age according the guidelines stated above. A hospital birth certificate or official state birth certificate may be used.

Disability Verification

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Program staff must verify a child's disability via a current Individual Education Plan (IEP) or Individual Family Service Plan (IFSP).

2. Recruitment

Jefferson County Public Schools Early Childhood Programs will implement a recruitment process that notifies all families with eligible children within the Louisville Jefferson County Metro, Jefferson County, Kentucky area of available services. Jefferson County Public Schools will work with community partners to recruit families through events at schools and neighborhood locations promoting the online application system. Parents will be encouraged to use the online application system to upload their applications and supporting documents.

Recruitment Process

- 1 The Community Needs Assessment is reviewed annually and updated at least once every three years to reflect changes within our communities in the service area and ensures enrollment opportunities are available where demographic data determines programmatic needs.
- 2 Families will be informed of Early Childhood services in the following ways:
 - A The Early Childhood recruitment calendar will be made available to parents, families, referral agencies and organizations.
 - B The online application system will accept applications from potential students seven days per week and 24 hours a day during the designated application periods.
 - C Public recruitment announcements will be made through websites, newspapers, advertisements, social media, public service announcements on radio and television and recruitment posters/materials.
 - D Early Childhood staff will visit local neighborhoods, agencies and organizations to describe the Early Childhood program and to provide recruitment materials. Staff will target neighborhoods, social service agencies, mental health and parenting organizations, county health departments, local doctors and dentists, local schools and other community organizations.
 - E Early Childhood staff will attend community events to discuss program opportunities and requirements and distribute recruitment materials.
 - F Referrals will be requested from public and private service providers and families of children currently enrolled in the Early Childhood program.
 - G Letters requesting re-applications from preschool and waitlisted families in the recruitment area will be sent out every January.

Recruitment of Children with Disabilities

JCPS Early Childhood Programs will partner with First Steps, a statewide early intervention system that provides services to children with developmental disabilities from birth to age 3 and their families, and the Exceptional Child Education Services within Jefferson County Public Schools to ensure services are available to eligible children with disabilities.

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Recruitment of Children with English Language Learners

Efforts will be made to partner with Kentucky Refugee Ministries, Friends of Refugees, Catholic Charities, La Casita, and other local agencies working with English Language Learners to assist in completing an application. Interpretive services will be utilized as needed to assist with the application process. Recruitment materials will be provided in non-English languages in order to reach eligible populations of English Language Learners.

3. Selection

Children will be selected for Head Start services based on criteria specified in Federal Head Start Regulations and the Program Performance Standards and the grantee's ERSEA Selection Criteria.

Our mission is to get children ready for kindergarten, and therefore, to serve the maximum number of children before they become kindergarten-eligible. Student placement options are mutually supported by the district's available classroom locations, parent and district transportation needs and funded enrollment capacity. Priority (listed in order) will be given to:

- a) categorically eligible children, homeless or foster children and children who families receive public assistance
- b) a child who was in the Head Start Program the previous year as a three (3) year old eligible for current year services
- c) a child who is three (3) or (4) years old with an Individualized Education Plan (IEP)
- d) a child who will be four (4) years old by August 1 of the current school year
- e) a child who received Early Head Start services as a two (2) year old and is eligible for Head Start services

Eligible children will be selected starting April and selection will continue until program requirements are obtained. The Early Head Start and Head Start waiting list will be maintained with applicants ranked according to eligibility status and assigned selection criteria points. As a vacancy occurs, children will be selected from the waiting list according to selection criteria points and enrolled within 30 days of the vacancy.

Selection Criteria

Head Start and Early Head Start income eligible applicants will receive selection criteria points to establish a value for determining selection by need. Families will be given points according to family risk factors. Homeless and foster children will be considered categorically eligible regardless of actual income.

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Other risk factors considered when making selection decisions may include: public assistance recipients, involvement with Social Services, a child with a disability (with an IEP or IFSP), English Language Learner, a teen parent. Risk factors will be determined at the time of application through phone or in-person interviews with parents or guardians.

Children with Disabilities: As established by the selection priority, eligible applicants with disabilities having an IEP or IFSP will fill a minimum of ten percent (10%) of the available funded enrollment seats. After the minimum 10% of seats are filled by children with disabilities, additional children with disabilities will be selected based upon the JCPS Early Childhood Program Selection Criteria.

JCPS EARLY CHILDHOOD INCOME ELIGIBILITY GUIDELINES 2017

Number in Family	50 % of Base Eligibility	100% of Base Eligibility	130% of Base Eligibility	160% of Base Eligibility	OVER 160% of Base Eligibility
		\$12,060 \$4,160 Increment for each additional family member with more than 8 persons			
	HS EHS	HS EHS	Pre K	Pre K	Tuition
1	6,030	12,060	15,678	19,296	19,297
2	8,120	16,240	21,112	25,984	25,985
3	10,210	20,420	26,546	32,672	32,673
4	12,300	24,600	31,980	39,360	39,361
5	14,390	28,780	37,414	46,048	46,049
6	16,480	32,960	42,848	52,736	52,737
7	18,570	37,140	48,282	59,424	59,425
8	20,660	41,320	53,716	66,112	66,113
9	22,750	45,500	59,150	72,800	72,801
10	24,840	49,680	64,584	79,488	79,489

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11	26,930	53,860	70,018	86,176	86,177
12	29,020	58,040	75,452	92,864	92,865

4.Enrollment

If a vacancy occurs, JCPS Early Childhood Programs will maintain the funded enrollment level by filling the vacancy with an eligible child from the waiting list within thirty (30) calendar days.

Designated program staff will conduct an enrollment meeting to provide a valuable opportunity to explain the benefits of the Head Start program and the mutual responsibilities of the parent and program staff. Staff will answer parent questions about the program and ensure that all needed information, such as, immunization and health documents, have been provided. Staff will provide the reasons for collecting this information, how the program will use any information that is collected, where that information will be stored, and how confidentiality and security will be maintained.

Re-enrollment

A child participating in the Head Start program remains income-eligible throughout the initial enrollment year and for the year immediately following the initial enrollment year. Early Head Start children will remain in the program until the time they transition to Head Start. Children who transition to Head Start are required to re-apply and complete the income verification process to become eligible for Head Start.

5. Attendance

Children not in school full time do not benefit from their Head Start or Early Head Start experiences. Therefore, every child needs to attend school on a regular basis. Head Start and Early Head Start designated staff will explain the importance of regular attendance with parents of enrolled children and encourage their cooperation in bringing their children to school promptly. Jefferson County Early Childhood designated staff will monitor children's attendance to ensure compliance with the required monthly average daily attendance rate of 90%. If the program attendance rate falls below 85%, designated staff must analyze the causes of absenteeism. The analysis must include a study of the pattern of absences for each child including reasons and number of consecutive absences (Head Start Program Performance Standards Part 1302.16).

The program must initiate appropriate family support procedures for all children with two or more consecutive unexcused absences. All contacts with the child's family as well as special family support service activities provided by program staff must be documented (Head Start Program Performance Standards Part 1302.16).

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When a child has demonstrated chronic tardiness or absenteeism, parents of the child will be notified that their child may be withdrawn from the program and that child's slot will be filled by an income-eligible child from the wait list.

6. Annual Calendar

January	<ul style="list-style-type: none"> • Update Poverty Guidelines • Update information for HS returning students • Mail letters to returning students who must re-apply • Mail letters to all waitlisted three-year old children • Start focused recruitment activities
February	<ul style="list-style-type: none"> • Complete Early Head Start to Head Start Transition Applications • Turn on Online Applications for four (4) year olds • Perform target neighborhood marketing functions • ERSEA team reviews submitted applications
March	<ul style="list-style-type: none"> • Continue target neighborhood marketing • Continue processing of submitted applications • Finalize list of school and center locations • Transportation routes determined and school finder updated
April	<ul style="list-style-type: none"> • Start placement for Head Start and Early Head Start • Continue recruitment efforts
May	<ul style="list-style-type: none"> • ERSEA team continues to process applications • Turn on online applications for Early Head Start for FSY 2017-2018 • Determine Preschool eligibility and begin selection process for preschool program • Continue recruitment efforts
June, July	<ul style="list-style-type: none"> • Initial transportation list sent for HS and Preschool • Mail assignment letters to families • ERSEA team continues to process applications • Determine appropriate cut-off date for applications
August	<ul style="list-style-type: none"> • Finalize placement at least three weeks before start of school • Final transportation list sent • School Begins • Continue recruitment efforts
September	<ul style="list-style-type: none"> • Monitor Enrollment and provide enrolled student data • Process withdraw and enrollment information • Notify all new families selected • Continue recruitment efforts

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