ERSEA

(Eligibility, Recruitment, Selection, Enrollment, and Attendance)

Train the Trainer
PARTICIPANT WORKBOOK

AGENDA

Ice Breaker - If Only I Knew

Group Activity – ERSEA Definitions

Eligibility

Group Activity – Homelessness

Recruitment

Selection

Enrollment

Attendance

Accountability & Compliance

Resources

Now You Know

ERSEA QUESTION BOARD

How will you know if your program's recruitment strategies are targeting the population in your community?	What are important components of a selection criteria?	Why is the Community Assessment such an important tool for ERSEA?
Which sections of 45 CFR 1305 were updated in the final rule?	What is Policy Council's role in ERSEA	Are Birth Certificates required for age verification?
Which children and families are categorically eligible for HS/EHS?	**FREE**	When income is verified, does a copy of the proof of income need to be kept on file?
What are the two actions that must be completed when verifying family income?	Which government programs qualify as public assistance for determining Head Start eligibility?	What must programs do when monthly average daily attendance in center-based program falls below 85%?
What is the name of the Act that was established to address the federal government's efforts to address homelessness?	What categories are eligible regardless of the income?	What documents are included in the eligibility determination record?

Because Head Start is not able to serve all of the low-income children who meet its eligibility criteria, one of the most important responsibilities grantees have is to decide which children are selected to be enrolled and which are not. Head Start Programs are required by 45 CFR 1305 to take a number of important actions. Today we will be discussing those actions to ensure the neediest children and families benefit from Head Start services first.

CFR PART 1305
- **E**ligibility Determination
- **R**ecruitment
- **S**election
- **E**nrollment
- **A**ttendance

Notes:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

DEFINITIONS

1. **Accepted**
   _____
   _____
   _____

2. **Income**
   _____
   _____
   _____

3. **Foster Care**
   _____
   _____
   _____

4. **Head Start eligible**
   _____
   _____
   _____

5. **Enrolled**
   _____
   _____
   _____

6. **Recruitment**
   _____
   _____
   _____

7. **Low-income family**
   _____
   _____
   _____

8. **Selection**
   _____
   _____
   _____

9. **Verify**
   _____
   _____
   _____

ELIGIBILITY

Head Start eligible means a child or pregnant woman who meets the requirements for age and family income or categorical eligibility.

AGE ELIGIBILITY

Head Start child must be

_____

by the date used to determine eligibility for public school in the community in which the Head Start Program is located.

INCOME ELIGIBILITY

- The family's income is equal to or below the poverty line; or,
- The family is eligible for public assistance.

ADDITIONAL ALLOWANCES

- Programs may enroll up to _____% of their enrollment with over-income families.

- A program may enroll an additional _____%,

  IF the program:

- _____
  _____
  _____
  _____

- _____
  _____
  _____
  _____

ELIGIBILITY DETERMINATION RECORD

A eligibility Determination Record must include:

1. _____
   _____
   _____
2. _____
   _____
   _____
3. _____
   _____
   _____

> ***Category*** *rather than income makes a family eligible for Head Start.*
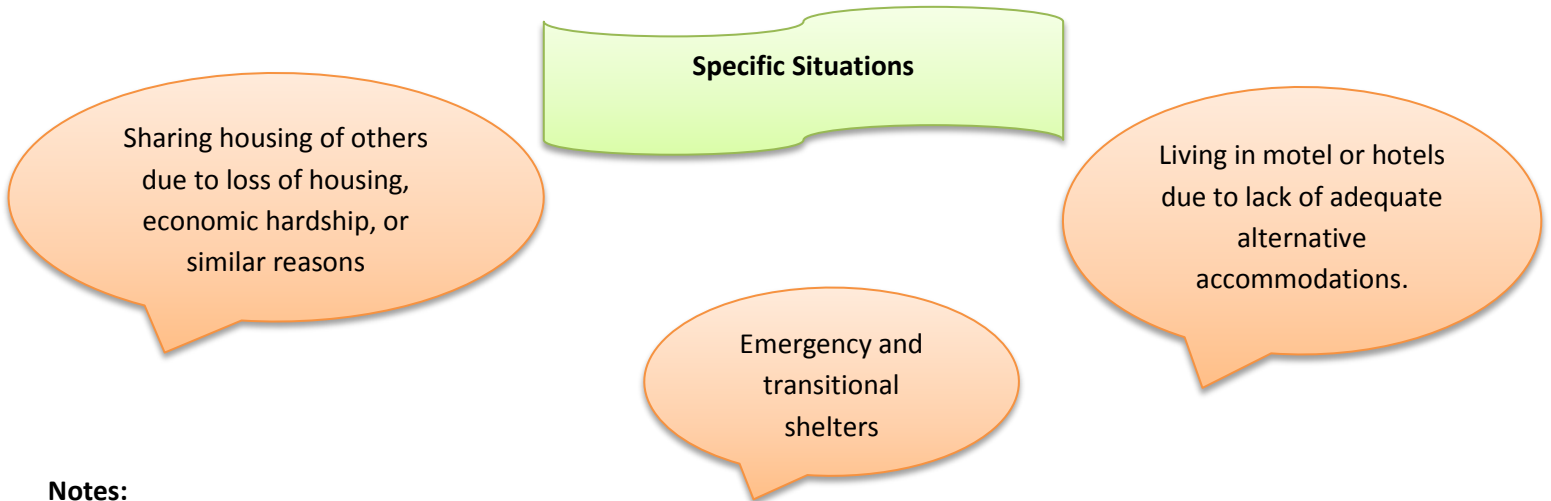
Categories:

1. _____

2. _____

The McKinney-Vento Homeless Assistance Act

Definition:

_____

_____

_____

Specific Situations

Sharing housing of others due to loss of housing, economic hardship, or similar reasons

Emergency and transitional shelters

Living in motel or hotels due to lack of adequate alternative accommodations.

Notes:

_____

_____

_____

Sample Questions to Ask Parents for Information Gathering
Families Who May Be Experiencing Homelessness

The following questions are designed to assist in gathering information from families to determine the extent to which their living arrangement is fixed, regular, and adequate.

Fixed ("A fixed residence is one that is stationary, permanent, and not subject to change.")
- Is this a permanent arrangement or just temporary?
- Are you looking for another place to live?
- Do you plan to move out soon?
- Why are you staying in your current place?
- Where were you living right before this place: Why did you leave?
- Where would you go if you couldn't stay where you are?
- Are you staying with friends/relatives just for a little while?
- Did you and your friends. relatives decide to move in together and share a home and expenses for the long term?   Or is this a temporary situation for you?
- Could your friends/relatives ask you to leave if they wanted to?
- Are you all sharing the home equally, or are you more like guest in the home?

Regular ("A regular residence is one that is used on a regular [i.e., nightly] basis."}
- Do you stay in the same place every night?
- Do you have a key to the place where you are living?
- Do you move around a lot?
- How long have you been at that place? How long do you plan to stay?
- How long did you live in your last place?

Adequate ("An adequate residence is on that is sufficient for meeting both the physical and psychological needs typically met in home environments.)
- How many people are living in the home? How many bedrooms/bathrooms does it have?
- Are you and your children sharing a room? How many people are staying in one room?
- Are you and your children sleeping in a bedroom, or in a public area, like a dining room?
- Does the home have heat/electricity/running water?
- What condition is the home in? Does it keep out rain and wind? Is it safe? Is it warm and dry?
- Can you come and go as you please?

National Partners in Homeless Education

National Association for the Education of Homeless Children and Youth (NAEHCY)
http://www.naehcy.org
National Center for Homeless Education {NCHE)
http://www.serve.org/nche

Darlene is an expectant mother who lives with the father of her unborn child. She currently works at a clothing store part-time. As a support for her during the pregnancy, Darlene connected with the EHS program in her community. She loves the work of the EHS program and the support they provided. She plans to enroll her baby in the EHS home-based program.

The father of the unborn child, Fred, does not want Darlene to seek outside support. He is a chain smoker and smokes cigarettes in their one-bedroom apartment. Although Darlene has explained the effects of second-hand smoke on unborn children, he doesn't believe it. He says that she is getting that garbage from the wrong people. That is why he does not want her to participate in any of those kinds of community service program.

When Fred gets home from work, he demands his dinner and all of Darlene's attention. This is why Darlene works part-time. Fred has occasionally slapped Darlene and he is verbally abusive. Recently, he has exhibited behavior that makes Darlene think he may do more than just slap her next time. She has gotten domestic violence information and support through the EHS program. She is very aware of what she needs to do to keep her and her unborn child safe but she doesn't feel that she can support herself if she leaves Fred.

The one day it happened. Fred punched Darlene in the face and kicked her. Darlene knew she had to leave. She went to live with Stella, her cousin, and Stella's family where there was sufficient space and everyone had a comfortable living arrangement.

Is Darlene living in a homeless situation?

Oscar and Juanita Hernadez have a four-year-old daughter, Rosa. They rent a two-bedroom apartment. Oscar is a construction worker. Juanita was a cashier in a community supermarket until it recently closed.

As a construction worker, Oscar was making a decent wage allowing Juanita ample time to look for another job. The construction company began to fall behind on its work production, however, and within one month after Juanita lost her job, Oscar lost his job.

Oscar and Juanita are now both unemployed. Unable to find employment, they quickly used their meager savings to meet their basic needs.

As everyday needs became increasingly more difficult to meet, Oscar called his brother, Luis, explained their situation and asked if he and his family could come and live with him.

Luis lives in a two-bedroom house with his wife and four children. Although Rosa loves living with her cousins and having someone to play with each day, Oscar and Juanita are keenly aware of how difficult it is becoming to live with Luis and his family.

Is Rosa's family living in a homeless situation?

In November the Norhill family's three bedroom home was totally destroyed in a hurricane. Given that the Norhill family includes four children and that they live in a city far from their relatives, they didn't feel comfortable imposing themselves on their friends and families.

Mom and Dad Norhill continued to work for their respective employers and they decided that the family would live in an extended-stay hotel until the house is rebuilt. They were told that it could take approximately four months before they are able to move back into their home. They are concerned that they may not be able to afford the extended-stay hotel for four months.

Is the Norhill family living in a homeless situation?

RECRUITMENT

In order to reach those most in need of Head Start services, each Head Start program must develop and implement a recruitment process.

Occurs

_____

of the enrollment year.

Actively inform all families with Head Start eligible children within the

_____

of the availability of services and encourage them to apply for admission.

Solicit

_____

from as many HS eligible families within the recruitment areas as possible.

Assist families in filling out the application form to assure all information needed is completed.

Obtain a

_____

number of applications than the enrollment opportunities in order to select those with the greatest need for HS services.

SELECTION

Because Head Start is not able to serve all of the low-income children who meet its eligibility criteria, one of the most important responsibilities grantees have is to decide which children are selected to be enrolled and which are not.

Selection Process

Must have a formal

_____

for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start services.

_____%
of the total number of enrollment opportunities during an enrollment year must be made available to children with disabilities.

Waiting List

Head Start programs must maintain its

_____

and in order to do this, programs must obtain a number of applications during the recruitment process that is

_____

than the enrollment opportunities that are anticipated to be available over the course of the next enrollment year in order to select those with the greatest need for Head Start services.

Develop at the beginning

_____

and maintain during the year a waiting list that ranks children according to the

_____

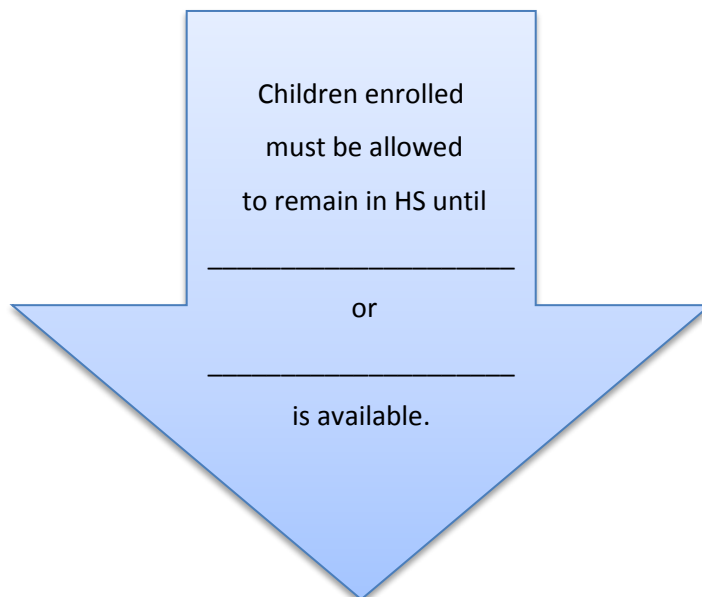to assure that eligible children enter the program as vacancies occur.

Notes:

_____

_____

_____

Children enrolled
must be allowed
to remain in HS until

_____

or

_____

is available.

If a child has been found income eligible **and is participating in a Head Start program**, he or she remains income eligible through that enrollment year and the immediately succeeding enrollment year.

VACANCIES

Must maintain

funded enrollment

No more than

_____ calendar days

may elapse before the vacancy is filled.

May elect not to fill a vacancy when 60 calendar days or less remain in the program's enrollment year.

Notes:

_____

_____

ATTENDANCE

When the monthly average daily attendance (ADA) rate in a center-based program falls below 85%, a Head Start program must <u>analyze</u> the causes of absenteeism.

Analysis must include:

●Study of the pattern of absences for each child.

●Reasons for absences as well as the number of absences that occur on consecutive days.

If the absences are a result of illness or if they are well documented absences for other reasons, no special action is required.

If the absences result from other factors, including temporary family problems that affect a child's regular attendance, the program must initiate appropriate family support procedures for **all children with four or more consecutive unexcused absences**.

Notes: _____

_____

_____

_____

ACCOUNTABILITY & COMPLIANCE

Head Start providers must ensure the program adhere to federal, state, local, and program regulations and policies.

Head Start Performance Standards

Head Start Act

Components of Compliance

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Notes:

_____

_____

_____

_____

_____

_____

Ensure:

Programs reach families with the greatest need.

Federal Funds are used for their intended purpose.

- Participation in Head Start Programs [Head Start Act, Section 645]

- Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start [45 CFR 1305]

- Federal Register 45 CFR Part 1305 Final Rule:
  http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/docs/1305-federal-register.pdf

- Choosing a Head Start Program Option [45 CFR 1306.31-36]

- Poverty Guidelines and Determining Eligibility for Participation in Head Start Programs

- Head Start Program Definition of Income [AC-IM-HS-09-02 Attachment]

- Monthly Enrollment Reporting [ACF-PI-HS-08-06]

- Verifying Income Eligibility for Enrollment in Head Star and EHS Webcast

- Income Eligibility for Enrollment in Head Start and EHS Programs [ACF-PI-HS-10-02]

- Enrollment and Re-enrollment of Migrant Children [ACF-PI-HS-10-03]

- School District's local homeless education liaison or State Coordinator for Homeless Education or NCHE Helpline at 800-308-2145 or homeless@serve.org

- Early Head Start Tip Sheet No.19:   How do the requirements regarding enrolling at least 10 percent of children with disabilities apply for an agency that has both a Head Start and an EHS program with one grant award?

- Interactive Homelessness Lessons:
  http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/family/homelessness/confirming.htm

- Policy Clarifications

Early Childhood Learning Knowledge Center (ECLKC): http://eclkc.ohs.acf.hhs.gov