**TAB 1**

**ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE**

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

1305.1 Purpose and scope.

This part prescribes requirements for determining community needs and recruitment areas. It contains requirements and procedures for the eligibility determination, recruitment, selection, enrollment and attendance of children in Head Start programs and explains the policy concerning the charging of fees by Head Start programs. These requirements are to be used in conjunction with the Head Start Program Performance Standards at 45 CFR Part 1304, as applicable.

1305.2 Definitions.

(a) *Children with disabilities* means children with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments or specific learning disabilities who, by reason thereof need special education and related services. The term "children with disabilities" for children aged 3 to 5, inclusive, may, at a State’s discretion, include children experiencing developmental delays, as defined by the State and as measured by appropriate diagnostic instruments and procedures, in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, or adaptive development; and who, by reason thereof, need special education and related services.

(b) *Enrollment* means the official acceptance of a family by a Head Start program and the completion of all procedures necessary for a child and family to begin receiving services.

(c) *Enrollment opportunities* mean vacancies that exist at the beginning of the enrollment year, or during the year because of children who leave the program, that must be filled for a program to achieve and maintain its funded enrollment.

(d) *Enrollment year* means the period of time, not to exceed twelve months, during which a Head Start program provides center or home-based services to a group of children and their families.

(e) *Family* means 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.

(f) *Funded enrollment* means the number of children which the Head Start grantee is to serve, as indicated on the grant award.

(g) *Head Start eligible* means a child that meets the requirements for age and family income as established in this regulation or, if applicable, as established by grantees that meet the requirements of section 645(a) (2) of the Head Start Act. Up to ten percent of the children enrolled may be from families that exceed the low-income guidelines. Indian Tribes meeting the conditions specified in 45 CFR 1305.4(b)(3) are excepted from this limitation.

(h) *Head Start program* means a Head Start grantee or its delegate agency(ies).

(i) *Income* means gross cash income and includes earned income, military income (including pay and allowances), veterans benefits, Social Security benefits, unemployment compensation, and public assistance benefits. Additional examples of gross cash income are listed in the definition of "income," which appears in U.S. Bureau of the Census, Current Population Reports, Series P-60-185, see Appendix A for definitions.


(k) *Indian Tribe* means any tribe, band, nation, pueblo, or other organized group or community of Indians, including any Native village described in section 3(c) of the Alaska Native Claims Settlement Act (45 U.S.C. 1602(c)) or established pursuant to such Act (43 U.S.C. 1601 et seq.), that is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians.

(l) *Low-income family* means a family whose total annual income before taxes is equal to, or less than, the income guidelines. For the purpose of eligibility, a child from a family that is receiving public assistance or a child in foster care is eligible even if the family income exceeds the income guidelines.
(m) **Migrant family** means, for purposes of Head Start eligibility, a family with children under the age of compulsory school attendance who changed their residence by moving from one geographic location to another, either intrastate or interstate, within the preceding two years for the purpose of engaging in agricultural work that involves the production and harvesting of tree and field crops and whose family income comes primarily from this activity.

(n) **Recruitment** means the systematic ways in which a Head Start program identifies families whose children are eligible for Head Start services, informs them of the services available, and encourages them to apply for enrollment in the program.

(o) **Recruitment area** means that geographic locality within which a Head Start program seeks to enroll Head Start children and families. The recruitment area can be the same as the service area or it can be a smaller area or areas within the service area.

(p) **Responsible HHS official** means the official of the U.S. Department of Health and Human Services having authority to make Head Start grant awards, or his or her designee.

(q) **Selection** means the systematic process used to review all applications for Head Start services and to identify those children and families that are to be enrolled in the program.

(r) **Service area** means the geographic area identified in an approved grant application within which a grantee may provide Head Start services.

(s) **Vacancy** means an unfilled enrollment opportunity for a child and family in the Head Start program.

1305.3 Determining community strengths and needs.

(a) Each Early Head Start and Head Start grantee must identify its proposed service area in its Head Start grant application and define it by county or sub-county area, such as a municipality, town or census tract or a federally recognized Indian reservation. With regard to Indian Tribes, the service area may include areas designated as near-reservation by the Bureau of Indian Affairs (BIA) or, in the absence of such a designation, a Tribe may propose to define its service area to include nearby areas where Indian children and families native to the reservation reside, provided that the service area is approved by the Tribe’s governing council. Where the service area of a Tribe includes a non-reservation area, and that area is also served by another Head Start grantee, the Tribe will be authorized to serve children from families native to the reservation residing in the non-reservation area as well as children from families residing on the reservation.

(b) The grantee’s service area must be approved, in writing, by the responsible HHS official in order to assure that the service area is of reasonable size and, except in situations where a near-reservation designation or other expanded service area has been approved for a Tribe, does not overlap with that of other Head Start grantees.

(c) Each Early Head Start and Head Start grantee agency must conduct a Community Assessment within its service area once every three years. The Community Assessment must include the collection and analysis of the following information about the grantee’s Early Head Start or Head Start area: (Northeast Nebraska Community Action Partnership Assessment is located on the intranet website www.nencap.org).

(1) The demographic make-up of Head Start eligible children and families, including their estimated number, geographic location, and racial and ethnic composition;

(2) Other child development and child care programs that are serving Head Start eligible children, including publicly funded State and local preschool programs, and the approximate number of Head Start eligible children served by each;

(3) The estimated number of children with disabilities four years old or younger, including types of disabilities and relevant services and resources provided to these children by community agencies;

(4) Data regarding the education, health, nutrition and social service needs of Head Start eligible children and their families;

(5) The education, health, nutrition and social service needs of Head Start eligible children and their families as defined by families of Head Start eligible children and by institutions in the community that serve young children;

(6) Resources in the community that could be used to address the needs of Head Start eligible children and their families, including assessments of their availability and accessibility.
(d) The Early Head Start and Head Start grantee and delegate agency must use information from the Community Assessment to:

1. Help determine the grantee’s philosophy, and its long-range and short-range program objectives;

2. Determine the type of component services that are most needed and the program option or options that will be implemented;

3. Determine the recruitment area that will be served by the grantee, if limitations in the amount of resources make it impossible to serve the entire service area.

4. If there are delegate agencies, determine the recruitment area that will be served by the grantee and the recruitment area that will be served by each delegate agency.

5. Determine appropriate locations for centers and the areas to be served by home-based programs; and

6. Set criteria that define the types of children and families who will be given priority for recruitment and selection.

(e) In each of the two years following completion of the Community Assessment the grantee agency must conduct a review to determine whether there have been significant changes in the information described in paragraph (b) of this section. If so, the Community Assessment must be updated and the decisions described in paragraph (c) of this section must be reconsidered.

(f) The recruitment area must include the entire service area, unless the resources available to the Head Start grantee are inadequate to serve the entire service area.

(g) In determining the recruitment area when it does not include the entire service area, the grantee must:

1. Select an area or areas that are among those having the greatest need for Early Head Start or Head Start services as determined by the Community Assessment; and

2. Include as many Head Start eligible children as possible within the recruitment area, so that:

(i) The greatest number of Head Start eligible children can be recruited and have an opportunity to be considered for selection and enrollment in the Head Start program, and

(ii), the Head Start program can enroll the children and families with the greatest need for its services.

1305.4 Age of children and family income eligibility.

(a) To be eligible for Head Start services, a child must be at least three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located, except in cases where the Head Start program’s approved grant provides specific authority to serve younger children. Examples of such exceptions are programs serving children of migrant families and Early Head Start programs.

(b)(1) At least 90 percent of the children who are enrolled in each Head Start program must be from low-income families.

(2) Except as provided in paragraph (b)(3) of this section, up to ten percent of the children who are enrolled may be children from families that exceed the low-income guidelines but who meet the criteria that the program has established for selecting such children and who would benefit from Head Start services.

(3) A Head Start program operated by an Indian Tribe may enroll more than ten percent of its children from families whose incomes exceed the low-income guidelines when the following conditions are met:

(i) All children from Indian and non-Indian families living on the reservation that meet the low-income guidelines who wish to be enrolled in Head Start are served by the program;

(ii) All children from income-eligible Indian families native to the reservation living in non-reservation areas, approved as part of the Tribe’s service area, who wish to be enrolled in Head Start are served by the program. In those instances in which the non-reservation area is not served by another Head Start program, the Tribe must serve all of the income-eligible Indian and non-Indian children whose families wish to enroll them in Head Start prior to serving over-income children.

(iii) The Tribe has the resources within its Head Start grant or from other non-Federal sources to enroll children from families whose incomes exceed the low-income guidelines without using additional funds from
HHS intended to expand Head Start services; and

(iv) At least 51 percent of the children to be served by the program are from families that meet the income-eligibility guidelines.

(4) Programs which meet the conditions of paragraph (b)(3) of this section must annually set criteria that are approved by the Policy Council and the Tribal Council for selecting over-income children who would benefit from such a program.

(c) The family income must be verified by the Head Start program before determining that a child is eligible to participate in the program.

(d) Verification must include examination of any of the following: Individual Income Tax Form 1040, W-2 forms, pay stubs, pay envelopes, written statements from employers, or documentation showing current status as recipients of public assistance.

(e) A signed statement by an employee of the Head Start program, identifying which of these documents was examined and stating that the child is eligible to participate in the program, must be maintained to indicate that income verification has been made.

1305.5 Recruitment of children.

(a) In order to reach those most in need of Head Start services, each Head Start grantee and delegate agency must develop and implement a recruitment process that is designed to actively inform all families with Head Start eligible children within the recruitment area of the availability of services and encourage them to apply for admission to the program. This process may include canvassing the local community, use of news releases and advertising, and use of family referrals and referrals from other public and private agencies.

(b) During the recruitment process that occurs prior to the beginning of the enrollment year, a Head Start program must solicit applications from as many Head Start eligible families within the recruitment area as possible. If necessary, the program must assist families in filling out the application form in order to assure that all information needed for selection is completed.

(c) Each program, except migrant programs, must obtain a number of applications during the recruitment process that occurs prior to the beginning of the enrollment year that is greater 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.

1305.6 Selection process.

(a) Each Head Start program must have a formal process for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start services. The selection criteria must be based on those contained in paragraphs (b) and (c) of this section.

(b) In selecting the children and families to be served, the Head Start program must consider the income of eligible families, the age of the child, the availability of kindergarten or first grade to the child, and the extent to which a child or family meets the criteria that each program is required to establish in Sec. 1305.3(c)(6). Migrant programs must also give priority to children from families whose pursuit of agricultural work required them to relocate most frequently within the previous two-year period.

(c) At least 10 percent of the total number of enrollment opportunities in each grantee and each delegate agency during an enrollment year must be made available to children with disabilities who meet the definition for children with disabilities in Sec. 1305.2(a). An exception to this requirement will be granted only if the responsible HHS official determines, based on such supporting evidence as he or she may require, that the grantee made a reasonable effort to comply with this requirement but was unable to do so because there was an insufficient number of children with disabilities in the recruitment area who wished to attend the program and for whom the program was an appropriate placement based on their Individual Education Plans (IEP) or Individualized Family Service Plans (IFSP), with services provided directly by Head Start or Early Head Start or in conjunction with other providers.

(d) Each Head Start program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program’s selection criteria to assure that eligible children enter the program as vacancies occur.
1305.7 Enrollment and re-enrollment.

(a) Each child enrolled in a Head Start program, except those enrolled in a migrant program, must be allowed to remain in Head Start until kindergarten or first grade is available for the child in the child’s community, except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child’s family income and there is a child with a greater need for Head Start services.

(b) A Head Start grantee must maintain its funded enrollment level. When a program determines that a vacancy exists, no more than 30 calendar days may elapse before the vacancy is filled. A program may elect not to fill a vacancy when 60 calendar days or less remain in the program’s enrollment year.

(c) 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. Children who are enrolled in a program receiving funds under the authority of section 645A of the Head Start Act (programs for families with infants and toddlers, or Early Head Start) remain income eligible while they are participating in the program. When a child moves from a program serving infants and toddlers to a Head Start program serving children age three and older, the family income must be reverified. If one agency operates both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the agency’s Early Head Start program, the agency must ensure, whenever possible, that the child receives Head Start services until enrolled in school.

1305.8 Attendance.

(a) When the monthly average daily attendance rate in a center-based program falls below 85 percent, a Head Start program must analyze the causes of absenteeism. The analysis must include a study of the pattern of absences for each child, including the reasons for absences as well as the number of absences that occur on consecutive days.

(b) If the absences are a result of illness or if they are well documented absences for other reasons, no special action is required. If, however, 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. These procedures must include home visits or other direct contact with the child’s parents. Contacts with the family must emphasize the benefits of regular attendance, while at the same time remaining sensitive to any special family circumstances influencing attendance patterns. All contacts with the child’s family as well as special family support service activities provided by program staff must be documented.

(c) In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or a different program option, the child’s slot must be considered an enrollment vacancy.

1305.9 Policy on fees.

A Head Start program must not prescribe any fee schedule or otherwise provide for the charging of any fees for participation in the program. If the family of a child determined to be eligible for participation by a Head Start program volunteers to pay part or all of the costs of the child’s participation, the Head Start program may accept the voluntary payments.

§ 1305.10 Compliance.

A grantee's failure to comply with the requirements of this Part may result in a denial of refunding or termination in accordance with 45 CFR part 1303.
Children are eligible to participate in Head Start if they are from low-income families, if their families are eligible for public assistance, if they are a foster child, or if they meet the definition of “homelessness” as outlined in the McKinney-Vento Act. The 2012 Family Income Guidelines must be used to determine eligibility for Head Start for families who are eligible because they have low-incomes.

The Head Start Act establishes income eligibility for participation in Head Start programs based on the poverty guidelines updated annually in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).

- Only income earned by the Head Start child’s parents or legal guardians should be included when determining a child’s income eligibility. The income of other family members sharing the same residence is not to be included.
- The family size is to be determined by including all persons living in the household who are supported by the income of the child’s parents or guardians and related to the parents or guardians by blood, marriage, or adoption.
- The period of time to be considered for eligibility is the 12 months immediately preceding the month in which application or re-application for enrollment of a child in a Head Start program is made, or for the calendar year immediately preceding the calendar year in which the application or re-application is made, whichever more accurately reflects the family’s current needs. If, however, neither the last 12 months or the preceding calendar year now accurately represents the family’s current situation, for example, the parent in now unemployed, the Head Start program should verify income based on the family’s current economic status. In this situation the child’s file must contain as required by 45 CFR 1305.4 (e), a signed statement by an employee of the Head Start program identifying the documents examined, an explanation of what data was used to determine eligibility, the program’s justification for determining that the child is income eligible, and a statement that the child is eligible to participate in the program.
- Income means total cash receipts before taxes from all sources, with the exceptions noted below.

**Income includes:**

- money, wages, or salary before deductions;
- net income from non-farm self-employment;
- net income from farm self-employment;
- regular payments from Social Security or railroad retirement;
- payments from unemployment compensation;
- strike benefits from union funds;
- workers’ compensation;
- veterans benefits;
- public assistance (including Temporary Assistance for Needy Families, Supplemental Security Income, Emergency Assistance money payments, and non-Federally funded General Assistance or General Relief money payments);
- training stipends;
- alimony;
- child support;
- military family allotments or other regular support from an absent family member or someone not living in the household; private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments;
• college or university scholarships, grants, fellowships, and assistantships;
• dividends, interest, net rental income, net royalties, and periodic receipts from estates or trusts; and
• net gambling or lottery winnings

**Income does not include:**
• capital gains;
• any assets drawn down as withdrawals from a bank, the sale of property, a house or a car; tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury;
• noncash benefits, such as the employer-paid or union-paid portion of health insurance or other employee fringe benefits;
• food or housing received in lieu of wages;
• the value of food and fuel produced and consumed on farms;
• the imputed value of rent from owner-occupied non-farm or farm housing; and
• such Federal non-cash benefit programs as Medicare, Medicaid, food stamps, school lunches, and housing assistance, and certain disability payments made to disabled children of Vietnam veterans as prescribed by the Secretary of Veterans Affairs.
• Under Public Law 108-375 (37 USC 1009 NOTE), any family subsistence assistance received by members of the armed forces should be disregarded as income when determining the eligibility of their children for certain low-income assistance programs, including Head Start.

**Additional Considerations for Determining Income**
• Acceptable documents for establishing proof of income (in order of preference):
  * **Income Tax Forms 1040 or 1040 A – Adjusted Gross Income**
  * Public Assistance Award Documentation (TANF, SSI)
  * Child Support Award Letter or Court Documentation
  * Income Verification Request (HHS, Social Security, Unemployment, Employer, other)
  * Social Security Income – SSI
  * Clarification for Social Security:
    o **Supplemental Security Income for disabilities (SSI) is listed as income. Check the SSI box in ChildPlus. Under description code list SSI. It is automatically income eligible just like TANF and homelessness. Documentation must be attached that says Supplemental Security Income.**
    o **The only Social Security for death benefits that needs to be considered is the income of the child’s parent(s) or legal guardian(s). Income earned by other family members (siblings and child) is not included when determining family income.**
  * YTD Pay Information – Information MUST reflect last 12 months
  * W-2 Forms (Last Resort)
• **NO HANDWRITTEN STATEMENTS WILL BE ACCEPTED.** If a family claims it has no income, the Income Verification Request form must be utilized to document such.
• “Farm families” and “self-employed” families are required to submit the same proof of income, generally an **Income Tax Form.**
• When a child’s divorced mother and father have been given joint custody of the child, the Head Start program should determine if one of the parents is paying any child support to the other parent. If that is the case, the income of the parent receiving
child support should be used for determining income eligibility. If neither parent is providing any child support to the other, the Head Start program should count half of each parent’s income and the sum of those two should be used by the program in determining whether or not the child is low-income. Family size in this situation would be calculated by determining persons related by blood, marriage, or adoption living within household who are supported by the income of the parent or guardian of the child enrolling or participating in the program. This total number of family members for both families would then be divided in half. (If this computation results in a fraction, programs should round the family size up to the next whole number.)

For example, if both custodial parents have remarried and each has a child from this marriage, the family size is 2 custodial parents + 2 spouses + 2 children + 1 Head Start child = 7; divided by 2 = 3 ½ or, rounding up, 4.

- A determination of income eligibility is made by the Head Start program at the time of recruitment, typically in April or May even though the child may not actually begin Head Start until July or August. A program is not required to re-verify the child’s eligibility between the time of selection and the beginning of the program year. A child determined to income eligible at the time the child is selected for enrollment is considered to remain income eligible for the upcoming program year and the succeeding year, providing the child meets the definition of a “Returnee” child.

- A “Returnee” child is a child that has “been found income eligible and is participating in a Head Start program”. The Returnee child remains eligible through that enrollment year and the immediately succeeding program year. If a child discontinues his/her participation in a Head Start program, income must be re-verified by completing a new application before the child is re-enrolled.

- Children applying for Head Start and that are transitioning from EHS, must have their family’s income re-verified by completing a new application.

- Children enrolled as income eligible in a Head Start program are not required to have family income re-verified in order to enroll in the second year of service, but must have their family’s income re-verified and a new application completed if a program intends to enroll the child for a third year.

- A Head Start application, including data on income, remains valid throughout the program year for which the family has applied. Should the child not be selected for enrollment during that program year, the family must submit a new application, with updated income data, if the family wishes to apply to have their child considered for enrollment in the succeeding year.

**Receipt of Public Assistance and Determining Eligibility for Head Start**

Section 645(a) of the Head Start Act states that “children from low-income families shall be eligible for participation in programs assisted under this subchapter if their families’ incomes are below the poverty line, or if their families are eligible…for public assistance.” Historically, Head Start defined families eligible for public assistance as those who are receiving payments through the AFDC program (Aid to Families with Dependent Children) or through the SSI program (Supplemental Security Income). With welfare reform and the passage of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, AFDC has been replaced by the TANF (Temporary Assistance for Needy Families).
In determining a family’s Head Start eligibility, grantees should consider a family as receiving public assistance if the family is receiving benefits or services, funded under the authority of the TANF program, which are being provided on a regular (i.e., not episodic) basis. Some of the types of services which would be considered as TANF benefits or services include, but are not necessarily limited to, cash payments, vouchers and other forms of benefits designed to meet the family’s ongoing basic needs, supportive services such as transportation, subsidized child care and employment-related services such as job training. See page 15 for Nebraska TANF services.

If anyone in a prospective Head Start child’s family is receiving SSI (Supplemental Security Income), that child is considered income eligible for Head Start, irrespective of the family’s income. Family members include the child, the child’s parent(s) or guardian(s), and any other person living in the child’s household who is supported by the income of the child’s parent(s) or guardian(s) and is related to the child’s parent(s) or guardian(s) by blood, marriage, or adoption.

**Foster Children and Determining Eligibility for Head Start**

Foster children are automatically income-eligible for Head Start, therefore, when taking an application for a foster child, family income is not needed. A letter from the foster child’s caseworker should be used to verify that the child is a foster child. A Family Service Worker can also verify that the child is a foster child with a phone call to the caseworker and document the information on the child’s application. When completing the application, the “number in family” should only be 1; however, the “number in household” should reflect the actual number of people living in the household. A foster child enrolled in Head Start should be considered as an income eligible child for two years – even if the child is reunited with his/her parents or some other situation applies. In addition, if a family receives “kinship care” for a child, such child is considered categorically income eligible for Head Start.

**McKinney-Vento Act and Determining Eligibility for Head Start**

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (Title X, Part C, of the No Child Left Behind Act) defines “homeless” as follows:

The term “homeless children and youths” –

(A) means individuals who lack a fixed, regular, and adequate night time residence (within the meaning of section 103(a)(1)); 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 adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(c));

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

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).
Clarification on Children Living with Grandparents that are not Legal Guardians:

- **FSW needs to determine if living situation is believed to be temporary or long-term (document reasons for this belief).**
- **FSW needs to determine if a conversation with the child’s parents would be both possible and beneficial.**
- **If the Program determines that the Grandparents are raising the child, the income of the Grandparents should be used.**
- **Information relevant to this process should always be included in the child’s folder.**
- **If it was concluded that the Grandparents are raising the child, child may be released to the Grandparents and Grandparents may also make health service decisions for the child.**

**Military:**

- **An active duty military member uses income but not the additional combat $.**

**Other questions:**

- **When child is living with one parent and a boyfriend/girlfriend; the boyfriend/girlfriend is counted in household but not family.**
- **When adding a new family-if a box comes up stating that the family already exists, just add a new participation record for the child that will be attending.**
- **If an application is in the ChildPlus system after 60 days that is incomplete, central office will notify you that it has been deleted from the system. As FSW, you can keep the application filed, in case they bring the missing items in, but then FSW would have to start a new application at that time in ChildPlus.
TANF in Nebraska

TO: Head Start Family Service Workers, GHCA Family Services

FROM: Family Service Coordinators

DATE: August 3, 2001

RE: TANF Eligibility

Attached is a memo from Dan Cillessen, the Nebraska Health and Human Services TANF Administrator regarding TANF and Head Start eligibility. As you know, a family that is receiving TANF funds is automatically considered income eligible for our Head Start program, according to our Head Start Performance Standards. The attached memo outlines a list of services that are funded by the TANF block grant funds in the state of Nebraska. Therefore, a family who is receiving assistance from Health and Human Services for any of the listed services on the memo is automatically income eligible for Head Start. You should use the attached memo for guidance as you take applications for Head Start. You should ask the parent specifically about the services listed on the memo. If a parent answers yes to any of the following questions, the Head Start application should indicate that the family is “TANF” eligible. The questions are as follows:

1. Are you receiving an ADC check?
2. Are you eligible to receive an ADC check, but have chosen not to receive it to avoid the work requirements of the Employment First Program?
3. Is the amount of your ADC grant less than $10.00?
4. Do you receive an ADC check?
5. Are you receiving supportive services such as transportation or gas vouchers so you can work under the Employment First Program?
6. Are you receiving child care subsidies so you can work or go to school under the Employment First Program?
7. Have you received a one-time payment from Health and Human Services in the past year for rent, utilities, or food?

As always, any of the above information would have to be verified through paperwork or by a Health and Human Services caseworker following the necessary Head Start procedure.

We hope this information helps you as you are filling out applications. As always, call with any questions.

Head Start-Revised #4 6/2013 deleting “in the last 6 months”.
Clarification by Head Start 6/2011:
*Need to either be receiving ADC check currently or part of the “Employment First Program”.

ADC & TANF are the same block grant funds
Old Name: ADC: Aid to Dependent Children
New Name: TANF: Temporary Assistance to Needy Families
# NENCAP HEAD START
## ELIGIBILITY PRIORITY CRITERIA 2013-2014
### For Agency Use Only

<table>
<thead>
<tr>
<th>AREA</th>
<th>DESC</th>
<th>PTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PARENTAL STATUS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>O – One Parent</td>
<td>ONE</td>
<td>40</td>
</tr>
<tr>
<td>F – Foster Parent</td>
<td>FOSTER</td>
<td>40</td>
</tr>
<tr>
<td>N – Not the Child’s Parent</td>
<td>OTHER</td>
<td>30</td>
</tr>
<tr>
<td>T – Two Parent</td>
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<tr>
<td><strong>DISABILITY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income Eligible with Diagnosed Condition</td>
<td>--------</td>
<td>20</td>
</tr>
<tr>
<td>(MDT and IFSP/IEP must accompany application)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over Income with Diagnosed Condition</td>
<td>--------</td>
<td>00</td>
</tr>
<tr>
<td>Z – Zero Disability</td>
<td>ZERO</td>
<td>00</td>
</tr>
<tr>
<td>X – Suspected Disability</td>
<td>SUSP</td>
<td>00</td>
</tr>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
<td></td>
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<tr>
<td>Income Eligible Returnee</td>
<td>RET</td>
<td>100</td>
</tr>
<tr>
<td>Homeless</td>
<td>HOME</td>
<td>100</td>
</tr>
<tr>
<td>TANF/SSI</td>
<td>TANF/SSI</td>
<td>100</td>
</tr>
<tr>
<td>Eligible</td>
<td>ELIG</td>
<td>90</td>
</tr>
<tr>
<td>Over-income – 1% to 29.99% Above Poverty</td>
<td>OV30%</td>
<td>30</td>
</tr>
<tr>
<td>Over-income – 30% to 50% Above Poverty</td>
<td>OV50%</td>
<td>05</td>
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<tr>
<td>Over-income – Over 51% Above Poverty</td>
<td>OVER</td>
<td>00</td>
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<tr>
<td><strong>OTHER/EARLY HEAD START</strong></td>
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</tr>
<tr>
<td>Referral from other agency or professional-no points given if referral was made by a person that attended the IEP meeting.</td>
<td>REF</td>
<td>20</td>
</tr>
<tr>
<td>Referral by Head Start staff in the case of a transfer (Transfer may be within GHCA or from another Head Start program)</td>
<td>REF</td>
<td>20</td>
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<tr>
<td>Attended Early Head Start</td>
<td>EHS</td>
<td>40</td>
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<tr>
<td>Head Start attends IEP meeting</td>
<td>MEET</td>
<td>10</td>
</tr>
<tr>
<td><em>Documentation must accompany application. No double points will be given for a disability.</em></td>
<td></td>
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<tr>
<td><strong>AGE BY AUG 1ST</strong></td>
<td></td>
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<tr>
<td>Retriever (omit income eligible)</td>
<td>RET</td>
<td>130</td>
</tr>
<tr>
<td>4 years 0 months to 4 years 11 months – Income Eligible</td>
<td>4-</td>
<td>125</td>
</tr>
<tr>
<td>3 years 6 months to 3 years 11 months – Income Eligible</td>
<td>3-</td>
<td>75</td>
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<tr>
<td>3 years 0 months to 3 years 5 months – Income Eligible</td>
<td>3-</td>
<td>55</td>
</tr>
<tr>
<td>4 years 0 months to 4 years 11 months – Over Income</td>
<td>4-</td>
<td>35</td>
</tr>
<tr>
<td>3 years 0 months to 3 years 11 months – Over Income</td>
<td>3-</td>
<td>10</td>
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Policy Council Approval__________________________ Board of Directors Approval____________________
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Age</th>
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<tr>
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<td>4-11</td>
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<td>9/1/08 - 9/30/08</td>
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<td>12/1/08 - 12/31/08</td>
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<td>1/1/09 - 1/31/09</td>
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<td>2/1/09 - 2/28/09</td>
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<td>5/1/09 - 5/31/09</td>
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<td>6/1/09 - 6/30/09</td>
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<td>10/1/09 - 10/31/09</td>
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<td>11/1/09 - 11/30/09</td>
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<td>12/1/09 - 12/31/09</td>
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<td>4/1/10 - 4/30/10</td>
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<td>6/1/10 - 6/30/10</td>
<td>3-1</td>
</tr>
<tr>
<td>7/1/10 - 7/31/10</td>
<td>3-0</td>
</tr>
</tbody>
</table>

**AGE GRID FOR THE 2013-2014 SCHOOL YEAR**

**AGE GRID AS OF AUGUST 1, 2013**

- Blair
- Madison
- Newman Grove (Little Jays)
- Niobrara
- Norfolk
- Oakland-Craig
- Pierce (Children’s World)
- South Sioux
- Stanton
- Walthill (Little BluJays)
- Wayne
- West Point
- Wisner-Pilger

![Head Start](image)
## 2013-2014 Income Guidelines Based on Annual Income

<table>
<thead>
<tr>
<th>NUMBER IN FAMILY</th>
<th>OV50%</th>
<th>OV30%</th>
<th>ELIG 100%</th>
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<tbody>
<tr>
<td>1</td>
<td>$17,235.00</td>
<td>$14,937.00</td>
<td>$11,490.00</td>
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<td>2</td>
<td>$23,265.00</td>
<td>$20,163.00</td>
<td>$15,510.00</td>
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<td>3</td>
<td>$29,295.00</td>
<td>$25,389.00</td>
<td>$19,530.00</td>
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<td>4</td>
<td>$35,325.00</td>
<td>$30,615.00</td>
<td>$23,550.00</td>
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<td>5</td>
<td>$41,355.00</td>
<td>$35,841.00</td>
<td>$27,570.00</td>
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<tr>
<td>6</td>
<td>$47,385.00</td>
<td>$41,067.00</td>
<td>$31,590.00</td>
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<tr>
<td>7</td>
<td>$53,415.00</td>
<td>$46,293.00</td>
<td>$35,610.00</td>
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<tr>
<td>8</td>
<td>$59,445.00</td>
<td>$51,519.00</td>
<td>$39,630.00</td>
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<td>9</td>
<td>$70,305.00</td>
<td>$60,931.00</td>
<td>$46,870.00</td>
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<td>10</td>
<td>$76,335.00</td>
<td>$66,157.00</td>
<td>$50,990.00</td>
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<tr>
<td>11</td>
<td>$82,365.00</td>
<td>$71,383.00</td>
<td>$54,910.00</td>
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<tr>
<td>12</td>
<td>$88,395.00</td>
<td>$76,609.00</td>
<td>$58,930.00</td>
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<tr>
<td>13</td>
<td>$94,425.00</td>
<td>$81,835.00</td>
<td>$62,950.00</td>
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**EACH ADD**

<table>
<thead>
<tr>
<th>OV50%</th>
<th>OV30%</th>
<th>ELIG 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6,030.00</td>
<td>$5,226.00</td>
<td>4,020.00</td>
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</tbody>
</table>

*For family units with more than 8 members, (100% poverty) add $4,020.00*
<table>
<thead>
<tr>
<th>Activity</th>
<th>Info. To Include</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>News Releases (see page 28)</td>
<td>-Identify program (name, address, phone)</td>
<td>Local Papers</td>
</tr>
<tr>
<td></td>
<td>-List “component” areas</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Tell who is eligible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Indicate availability to disabilities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Indicate transportation is the responsibility of the parent/guardian</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Mention program options</td>
<td></td>
</tr>
<tr>
<td>Poster</td>
<td>-“Catchy” phrase</td>
<td>Local Communities</td>
</tr>
<tr>
<td></td>
<td>-Picture with children</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Tell who is eligible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Indicate availability to disabilities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-List services available</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Tear-off card to be returned to program for more information</td>
<td></td>
</tr>
<tr>
<td>Pamphlet</td>
<td>-Pictures</td>
<td>Hot Spots</td>
</tr>
<tr>
<td></td>
<td>-Short paragraph describing program</td>
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</tr>
<tr>
<td></td>
<td>-Tell who is eligible</td>
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</tr>
<tr>
<td></td>
<td>-Explanation of services</td>
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</tr>
<tr>
<td></td>
<td>-Identifying information</td>
<td></td>
</tr>
<tr>
<td>Radio Announcement</td>
<td>-Eligibility</td>
<td>As many stations as possible</td>
</tr>
<tr>
<td></td>
<td>-Brief program description</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Telephone number</td>
<td></td>
</tr>
<tr>
<td>Public School Newsletter</td>
<td>-Who is eligible</td>
<td>Elementary Schools</td>
</tr>
<tr>
<td></td>
<td>-Who to contact</td>
<td></td>
</tr>
<tr>
<td>Agencies Serving Children</td>
<td>-Initial Letter</td>
<td>All Agencies in area</td>
</tr>
<tr>
<td></td>
<td>-Description of program services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Program options</td>
<td></td>
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<tr>
<td></td>
<td>-Personal Visit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Discuss coordinating services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Share program and curriculum information</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Plan referral procedure</td>
<td></td>
</tr>
<tr>
<td>Public School Pre-School</td>
<td>-Set up information table</td>
<td>All area schools</td>
</tr>
<tr>
<td></td>
<td>-Pamphlets</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Posters and pictures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Applications</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Head Start representative available</td>
<td></td>
</tr>
<tr>
<td>Television Interview on Local Program</td>
<td>-Pictures</td>
<td>Local Station</td>
</tr>
<tr>
<td></td>
<td>-Brief Description</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Telephone number to contact</td>
<td></td>
</tr>
<tr>
<td>Public Speaking</td>
<td>-Answer questions about program</td>
<td>Local Groups</td>
</tr>
<tr>
<td>----------------------------------------</td>
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</tr>
<tr>
<td></td>
<td>-Show slides or pictures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Distribute pamphlets</td>
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</table>

<table>
<thead>
<tr>
<th>Letter or “Stuffers” to be added to mailings</th>
<th>-Brief program description</th>
<th>Local Businesses</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>-Eligibility criteria</td>
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<tr>
<td></td>
<td>-Contact person</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Community Events</th>
<th>-Set up information table</th>
<th>Local celebrations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-Pamphlets</td>
<td>Open House</td>
</tr>
<tr>
<td></td>
<td>-Posters and pictures</td>
<td>at Head Start</td>
</tr>
</tbody>
</table>

**Recruitment Ideas:**
- Floats/Parades
- County Fair Tables
- Week of the Young Child Events/Mayor sign Proclamation
- Display Windows @ library, Senior Center, etc.
- Table Toppers
- School, Bank, and Business Marquees
- Placemats to local café
- Play dough in baggies – label with information
- Block party – invite the police
- Add in utility bills
- Newspaper pictures
- Buttons
- Car advertisement
- October Head Start Awareness Month Events/Week of the Young Child
- Chamber coffee @ preschool
- Flyer in Chamber Newsletter or website
- Concessions – popcorn bags with name and hand prints on bags
- Business cards: Attach to Parent & Child Magazine for doctor offices etc.
  - Attach to Head Start brochure with application information stuffed inside
  - Attached to crayons and put in library, bank, café
- Go to school “Career Day” and give information with pencils to children
- Go to Job Fair Day
- Public School P/T conferences, set up booth
- Pass flyers house to house at trailer courts and low housing apartments
- Support groups (mops, single parent, divorced, autism, parent-to-parent)
- Child care
- Hospitals – new parents
- Book Markers @ library
- Flyers at the pool, ball park
# ACTIVITY RECRUITMENT PLAN - COMMUNITY OUTREACH

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity (Newspaper/Clinic/Business)</th>
<th>Town</th>
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</thead>
<tbody>
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</table>

Comments:

Center: ________________________________  Classroom: ________________________________

FSW: ______________________________________________________________________________________________

18
**SUMMER RECRUITMENT PLAN**

*Needs completed if waitlist is not containing at least 20% over their funded enrollment by summer layoff*

<table>
<thead>
<tr>
<th>Goal:</th>
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<table>
<thead>
<tr>
<th>Steps:</th>
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</table>
Name of Form: ACTIVITY RECRUITMENT PLAN
SUMMER RECRUITMENT PLAN

Purpose:
To document recruitment activities and community outreach.
To document efforts for recruitment if below the required waitlist of 20%

Instructions:
When a Head Start Staff member completes a child recruitment activity, it will be documented on this form. At least one activity per month must be documented, more if wait list numbers are low. Increased numbers of activities will be required during targeted outreach months (February – May). The date of the activity, what the activity was, and where the Activity took place will be documented. Any comments about the success of the activity can be documented under the Comment section. This form is required. Your Area Manager will check the progress of your recruitment/community outreach activities monthly.

Any special events/announcements should be sent to Amy Munderloh to place on the NENCAP Facebook page. If sent in put (F) by entered event.

The classroom wait list must contain at least 20% over their funded enrollment by summer layoff. If this requirement is not met, a plan must be developed between the FSW and their Area Manager. A copy of the Summer Recruitment Plan must come in with the end of the year check in. (This list includes all applications, both over income and income eligible).

Completed By: FSW
Date Due: On-going each month
Send To: Copy to Central Office, if wait list requires summer plan
Filed At: Family Service Worker Notebook
Revised: 6/13
## INDIVIDUAL RECRUITMENT FORM

<table>
<thead>
<tr>
<th>DATE</th>
<th>PARENT/GUARDIAN NAME</th>
<th>ADDRESS</th>
<th>PHONE</th>
<th>CHILD’S NAME</th>
<th>AGE</th>
<th>APPT DATE</th>
<th>RESULT</th>
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<tbody>
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FSW ___________________________ CENTER ___________________________ YEAR ___________________________
Name of Form: INDIVIDUAL RECRUITMENT FORM

Purpose: To document contacts made with individual families regarding recruitment of their child into Head Start

Instructions: Every contact made with individual families regarding the recruitment of a child in that family will be listed on this form. Record the date the contact was made along with the family name, address, phone number, and child’s name. Include the child’s age, the date the appointment is set for, and the result of the application (complete or incomplete). This form is required. Your Area Manager will check this form monthly.

Completed By: FSW
Date Due: Monthly
Send To: ------------
Filed At: Family Service Worker Notebook
Revised: 6/13
NEWS RELEASES

All news releases that are done by centers must be approved by either an Area Manager or someone from the Central Office.

- News releases can be used for a variety of purposes:
  - Recruitment of families
  - Recruitment of volunteers
  - To publicize meetings and/or events
  - To introduce someone or something
  - To announce an award
  - To provide information on a certain topic or program

- News releases are usually short (1-2 paragraphs).
- News releases provide information on a single topic or event.
- Newspapers usually print news releases free of charge, provided they are submitted in the proper format.
- News releases can include pictures

Recruitment information, such as news releases and posters, must include the following information: “Transportation is the responsibility of the parent/guardian” and “Children with disabilities are encouraged to apply”.

The following is an example of a news release done in proper format:

FOR IMMEDIATE RELEASE

Contact Person: Shelli Arens
Wayne Head Start
1210 E. 7th Street
Wayne, NE 68787

NOTHEAST NEBRASKA COMMUNITY ACTION PARTNERSHIP HEAD START
TAKING APPLICATIONS FOR 2013-2014 SCHOOL YEAR

NENCAP is accepting applications for the Wayne Head Start Center in Wayne, Nebraska, for the 2013-2014 school year. Head Start is a free, comprehensive pre-school program serving income eligible 3-4 year old children. Children with disabilities are encouraged to apply. The following items are needed to complete an application: Child’s proof of birth, child’s up-to-date immunization record, proof of family income for the previous calendar year or for the last 12 months, whichever more accurately reflects a family’s situation (Most recent Income Tax Return, Public Assistance Award Documentation), birth dates for all family members, and/or MDT, IFSP/IEP documentation of a diagnosed disability, if applicable. For more information call Shelli Arens at (402) 375-2913 or stop by the Head Start Center at 1210 East 7th Street in Wayne. Transportation to and from the center is the responsibility of the parent/guardian.

Wayne Head Start is a United Way supported Agency.
Classrooms are expected to be at full enrollment on the first day of their enrollment year.

I. OUTREACH
Reaching out to the community, making contacts with churches, schools, and other groups to publicize Our Early Childhood Programs.

A. Make eligible families aware of the recruitment process.
   1. Post flyers in your center, schools, ESUs, post office, grocery stores, utility mailings, churches, child care centers, and other public places of business. Flyers should be in English, Spanish, Vietnamese, etc. and include information about accepting children with disabilities, and that parents are responsible for transportation, and contact information. Centers will use the standard news release provided for part-year and full-year programs. This is Center Team responsibility.
   2. Send news releases to local newspapers and cable TV channels identifying when and where applications can be filled out, and what information is needed. This is FSW responsibility.

B. Outreach occurs year round, but news releases and flyers with new information must be available to the public in February. (Newspaper ads paid for by Head Start will be a last resort only and not available until March.) Additional recruitment releases will be run as needed.

II. RECRUITMENT
Identifying families within the community with the greatest need.

*Remember, first impressions are important. The way families are initially approached may determine future attitudes toward the program.*

*Make no promises. We are only recruiting families at this time.* (More information relating to recruitment procedures is located in the “Recruitment” section of the Family Service Training Manual.)

FEBRUARY:
Obtain recruitment lists from Health and Human Services (Support Staff), ChildPlus Reports, Early Intervention, Family Services, child care providers, WIC, speech therapists, parents, Housing Authorities, Local Utility Providers, “Welcome Wagon”, ESU, etc.

A. Contact eligible families by phone, letter, or a home visit.
   1. Visit with potential parents about the program.
   2. Encourage potential families to observe the classroom.

B. Possible “application day” or “application event”. Set up tables at WIC, Immunization Clinics, Kindergarten Round Up, Parent Teacher Conferences, etc.

MARCH:
A. Send letters, make phone calls, and home visits to prospective parents.
B. Application Day or Application Event.

APRIL:
Continue activities as listed above.

MAY/JUNE:
Each site’s waitlist must contain at least 20% over their funded enrollment by summer layoff. If this requirement is not met, a plan must be developed between the FSW and their Area Manager.
III. ENROLLMENT

A. Part-Year and Full-Year Classes

1. Classes for training classroom will begin in July, all other classes begin in August.
2. The Central Office will begin accepting applications for the new school year in **February**. No faxed or scanned copies of applications will be accepted. Applications will be printed off and mailed to Central Office as completed throughout the week (**daily if necessary**).
3. All income eligible children presently enrolled must fill out a Returnee Application for the new school year. The MDT and IFSP/IEP should be attached to the application of a child who has a diagnosed disability. 10% of Head Start slots must be available to children with disabilities. All incomplete applications will either be scanned or email sent to both Area Manager and Family Service Worker with information missing. Family Service Worker is responsible to complete missing information and scan or send information back in the weekly packet. This includes applications that are sent to the office without adequate proof of income, without a copy of proof of birth, the immunization record without child’s full name and birth date on it, no documentation of Varicella, and/or Medical Allergy concern forms.
4. When applications reach the Central Office, the following will occur:
   a) Secretary scans for mistakes, verifies income, codes the eligibility priority of all application entered into ChildPlus by Family Service Workers. Missing information will be emailed or scanned the day reviewed. All applications received by the 15th of the month will be reviewed by the 20th for that month’s selection, starting in the month of February.
   b) Family Service Specialist verifies points and scans disability MDT/IFSP/IEP into ChildPlus. Family Service Specialist emails Area Managers to verify information once it is an attachment in ChildPlus.
   c) Family Service Specialist enters immunization/health information into ChildPlus.
   d) Eligibility Information is completed and attached to application. Copy of Eligibility Information (page 3) sent to appropriate site to be filed with application. Secretary derives a wait list and selects children from the wait list according to the following guidelines:
      i.) Income eligible three and four year old children, income eligible returnees and partnership returnees will be accepted on the last Wednesday of each month starting in March. Over income children will be picked the last Wednesday of July. If a tie in priority points is determined, the older child will be accepted. Due to early starting date for the Wayne Training Classroom, their remaining slots will be filled the last Wednesday of May.
      ii.) Pre-K partners may have different enrollment procedures according to their specific grant/contract.
      iii.) Applicants who have attended Early Head Start may be accepted close to the child’s 3rd birthday to assure seamless services.
      iv.) No more than 10% over income eligible children for the program will be accepted according to the NENCAP Head Start Eligibility Priority Criteria.
      v.) Head Start Director has the authority to make decisions, as needed, to comply with Regulations.
      vi.) Acceptance letters, with dental and physical forms, will be sent to parents following selection. If the child has asthma or food allergy, an Asthma Action Plan or Medical Statement for Food Substitution Form will be included for the physician to sign. An additional letter will be included showing a list of missing health items, if applicable, to inform parents of what needs completed before child can start school. Emails with accepted children’s names will be sent to centers and Area Managers.
      vii.) Wait list letters will be sent to remaining applicants August 1st.
      viii.) Orientations must be complete prior to the child’s first day of class.
      ix.) The child’s first day of class is recorded and highlighted on the #2315 ChildPlus report and scanned to the Central Office at the end of the same week.
      x.) In the case of a drop, abandon, or transfer, the Change of Status needs to be faxed to the Central Office immediately. The original **does not** need to be sent to the Central Office if it has already been faxed. A new child is selected from the wait list and should be orientated and enrolled within 10 working days of acceptance.
      xi.) All vacant Federal slots must be filled within 30 calendar days, with the exception of layoff time.
      xii.) A program may elect not to fill a vacancy when 60 calendar days or less remain in the program’s enrollment year.
      xiii) All applications in ChildPlus that are not complete and verified with points will be deleted from the ChildPlus system after 60 days. FSW will file incomplete applications at their center. If parent returns with the missing information, the FSW will re-enter application at that time. Secretary will notify FSW before deleting application from system.

IV. WAIT LIST

Centers must maintain a “workable wait list” for each classroom. A workable list is defined as having at least 10% income eligible 3 and/or 4 year olds during the school year. When the wait list falls below 10%, centers must document increased recruitment efforts on the Activity Recruitment Plan and Individual Recruitment Form.
APPLICATIONS

The following information will be required when filling out an application for the Head Start Program

Proof of Birth - examples for Head Start include: State birth certificate, Hospital birth certificate, State ID card, and notarized document from a physician or other professional, Tribal Enrollment Card. **For school partners, the birth certificate provided may require the State Seal.**

Child’s up-to-date Immunization Record - including documentation of Varicella. **Child’s full name and birthday need to be on immunization records.**

Proof of Income – (Options listed below)

- Income Tax Return (1st page with adjusted gross income)
- W-2
- Public Assistance Award Documentation (This is proof of income for the previous calendar year, or for the last 12 months, whichever more accurately reflects a family’s situation.) If the last 12 months or the preceding calendar year now accurately represents the family’s current situation, for example, the parent is now unemployed, the Head Start program should verify income based on the family’s current economic status.
- Pay Stubs (12 months)

Birth dates - for all family members.

Medicaid and/or insurance - information.

******************************************************************************

Needed documentation if you child has a disability:

MDT and IFSP/IEP - documentation of a disability (Copies must accompany the application).

Letter/Statement of Referral, - if applicable (The referral must name Head Start specifically and accompany the application).

*Transportation to and from preschool is the responsibility of the parent/guardian.

*Children with disabilities are encouraged to apply
Name of Form: APPLICATION INFORMATION SHEET

Purpose: For any potential clients interested in apply for their child(ren) to attend Head Start The flyer provides all items needed for application process.

Instructions: Family Service Workers will make an application flyer to keep at center. This will be utilized as a handout information sheet to people interested in getting their child into Head Start program, with items required to complete an application.

This flyer will also become familiar to all team members. If the FSW is gone and someone calls about an application or they have a walk-in the other team members can share that information, get a name and number and have the FSW call when she returns.

Completed By: FSW
Date Due: On-going throughout the year
Send To: ************
Filed At: Center
Revised: 6/12
PROCEDURE FOR TAKING AN APPLICATION

1. Both returnee and new applications are always taken in an interview setting. Application instructions for Family Service Workers (step-by-step) is kept on flash drive. Applications are never handed out. Application should always be taken with privacy in mind. Staff should not fill out application for children who are blood relatives. Another staff member must complete the application. If a person fills out an application on the NENCAP intranet site, that information will be forwarded to the Family Service Worker to set up an application time.

2. Before taking an application, ask the parent if there are any custody issues and/or court orders that the program needs to be aware of. Applications must be signed by the child’s legal guardian. If a court order exists, the program must have a copy. The original should be placed in the child’s file at the center and a copy should accompany the application to the Central Office. It is important to inform a parent/legal guardian that in the absence of a court order, the program has no legal authority to deny information of a child to a non-custodial parent.

3. Before taking an application, check to make sure the parent/legal guardian has all necessary information. Refer to “Applications” page.

4. Complete the application according to written instructions.

5. If using a copy of the Income Tax Return for income verification, make a copy. The program uses the Adjusted Gross Income, not the Total Income to determine eligibility. Complete “Income Verification Request”, if necessary, according to instructions. Refer to “Definition of Income” and “Income Verification” pages. Make copies of all other sources of income!

6. Take copies of child’s proof of birth, legible (child’s name and date of birth must be on the record) immunization record including Varicella documentation, and any other pertinent information (Income Verification, MDT, IFSP/IEP, referral letter, etc.). If a child meets the McKinney-Vento definition of being “homeless”, complete and attach the McKinney-Vento Verification Form.

7. Inform the parent/guardian that, if accepted, the child will need both a physical, blood pressure, hemoglobin, blood lead screen, urinalysis, hearing, vision, and a dental exam between July 1st and September 30th. All screenings are good for one year except for lead screening which is good for two years. Explain Health Services Exclusion Policy and Physical and Dental forms. FSW will fill out electronically, Medical/Allergy Concern Form with parents at this time, if needed.

8. Forward (ChildPlus copy) application and necessary documentation to the Central Office. Necessary documentation: Application, Income Verification Request (if applicable), Immunization Record, Proof of Birth, Documentation of Varicella (if applicable), McKinney-Vento Verification Form (if applicable), MDT, IFSP/IEP (if applicable), Medical/Allergy Concern Form (if applicable).

9. Secretary will check for mistakes, verify income, code the eligibility priority for all applications entered by Family Service Worker into ChildPlus. If not properly completed, errors will be scanned and/or e-mailed to both Area Manager and Family Service Worker. All applications received by the 15th of the month will be entered into ChildPlus by the 20th of each month beginning in the month of February. Area Managers will monitor and address errors with FSW as needed.

10. A copy of page 3 of the application with missing items will be sent to the center from the Central Office. The letter sent to parents with missing items will be scanned to the center from the Central Office. FSW should review for any Medical/Asthma Action Plans and/or immunization the child needs before beginning school. This should be reviewed with parent(s) at orientation or before to ensure items are completed for child to begin on the first day of school. Orientations should be prioritized. The first ones completed should be the children with Food or Medical allergies; medical conditions requiring additional paperwork before 1st day of school.

Additional information/resources: Current age grid (changes yearly), Current income guidelines (changes yearly), Eligibility Priority Criteria (changes yearly), Income Verification, Definition of Income, Application, and Outreach/Recruitment, and Enrollment Procedure.
ORDER FOR APPLICATION PAPERWORK
All applications should be placed in this order before sending into the Central Office

1. Family Member information Sheet (first gray line says Primary Adult)  This has one parent signature at the bottom.

2. Family Information (first gray line says General information)  This has two signatures at the bottom-one staff and one parent.

3. Enrollment Information (this is the form with the participation days and meal chart at the bottom.)

4. Eligibility Verification Form  (this form should be in the application packet.)  When printing off your application, there are three boxes at the top of the print page, make sure the last one is checked and it will print off the form.

5. 1034 Live report (updated BIF)

6. Signature Page Live letter (paragraph parents read)

7. Income information (income tax, IVR, etc)

8. Proof of Birth (birth certificate, hospital birth certificate, State ID card, notarized documentation from a physician or other professional).

9. Immunization Records (with child’s full name and birthday on record)

10. Copy of Electronic Medical/Allergy Concern Form sent or any other health papers.
ELIGIBILITY INFORMATION
To be completed by Central Office Staff

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Date of Birth:</th>
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<tbody>
<tr>
<td>Primary Adult Name:</td>
<td></td>
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<tr>
<td>Site:</td>
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<tr>
<td>Class Age:</td>
<td>Sib Eligible Next Year: Y N</td>
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</table>

<table>
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<tr>
<th>Participation Days/Meals (check all that apply)</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>Participation in Program</td>
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<tr>
<td>Breakfast</td>
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<td>AM Snack</td>
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<td>Lunch</td>
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<td>PM Snack</td>
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<td>Supper</td>
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<tr>
<th>Eligibility Date:</th>
<th>Eligibility Income:</th>
<th>Income Status Code:</th>
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<tr>
<td>CACFP Status:</td>
<td>CACFP Income:</td>
<td>CACFP Date:</td>
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<thead>
<tr>
<th>Disability Information:</th>
<th>Verified: Y N</th>
<th>Diagnosis:</th>
<th>IFSP/IEP Date:</th>
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<tr>
<td>Immunization Status: “Needs” “Up-to-Date” “Complete”</td>
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<tr>
<td>If “Needs” Status — immunization needed:</td>
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<tr>
<td>Medical/Asthma Action Plan Required: Y N</td>
<td>If yes - explain:</td>
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ELIGIBILITY CRITERIA

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<th>PARENTS</th>
<th>DISABILITY</th>
<th>INCOME</th>
<th>AGE</th>
<th>OTHER</th>
</tr>
</thead>
</table>

This child is income-eligible for Head Start: Y N
Administrative Secretary Signature (Income) ________________ Date: ________________
Family Service Specialist Signature (Imm/Health): ________________ Date: ________________

White: Office   Yellow: Office   Pink: Center
**Intranet Application**

Example:
A Head Start Application has been completed

**Child’s Name**
First Name:

Last Name:

Birth Date:

**Primary Adult/Legal Guardian**
First Name:

Last Name:

**Address:**
Street/Apt:

City:

State:

Zip:

**Phone:**
Home Phone:

Cell Phone:

Work Phone:

Best Time to Contact:

Person Providing Information:

**Instructions:** Once this gets filled out by an individual on the intranet, it will be forwarded by email to the Family Service Worker. The Family Service Worker will then contact that individual and set up a time to complete an application.
INCOME VERIFICATION REQUEST
Original must accompany application to the Central Office

Date:_____________________

☐ Department of Health and Human Services (TANF, SSI, Foster Child)
☐ Social Security Administration
☐ Unemployment Insurance
☐ Employer________________________________________________
☐ Past Employer____________________________________________
☐ Other___________________________________________________

Parent Name:_____________________________________________
Child Name:______________________________________________
Parent Address:____________________________________________
Parent Social Security #:_____________________________________
Parent Date of Birth:________________________________________

You are hereby authorized to furnish all information requested on this inquiry for income verification purposes.

______________________________                   ____________________
Signature of Parent             Date

*******************************************************************************

☐ Gross Income earned in last 12 months:
Amount______________  Dates Earned __________to______________

☐ Public Assistance payments in last 12 months:
TANF (Temporary Assistance for Needy Families)_______________________
SSI (Supplemental Security Income)_____________________________________

☐ Change of economic status: (Attach documents examines)

☐ Verify unemployment dates and/or unemployment payment

Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature:____________________________
Title:______________________________

We are required to verify income of our applicants to determine eligibility for the Head Start program. The applicant listed above has indicated that he/she is receiving or has received income from your company or agency. Please supply the information requested and return to:

Staff Signature:__________________________
Date:______________________________

Please supply the information requested and return to:
Name of Form: INCOME VERIFICATION REQUEST

Purpose: To verify documentation of income in certain cases where an Income Tax Return is not available or income is being verified for the last 12 months.

Instructions: This form may be sent to an employer, DHHS, Social Security Administration, Unemployment Administration, or any other source from which income was received. A staff member fills out the top portion of the form. The parent/guardian must sign and date the top section of the form. Staff sign and date the bottom part of the form and fill out the box at the bottom of the form. A self-addressed postage paid NENCAP envelope may also be included with form. The bottom portion is filled out by the source it was sent to. When the form is returned, the original must accompany the application to the Central Office.

If change of economic status is marked-Family Service Worker must verify family is low income by giving additional documentation on form stating reasons. (i.e. laid off, health issues, food stamps, off for pregnancy lowering house income).

Completed By: FSW
Date Due: With application as necessary
Send To: Central Office w/application
Filed At: Original-Central Office
Copy-Child’s File w/copy of application
Revised: 6/11
MCKINNEY-VENTO VERIFICATION FORM

Head Start Center: ___________________________          Date: ________________

Child Name: ________________________________          DOB: ________________

This questionnaire is intended to assist in determining if a student meets the eligibility criteria for services provided under the McKinney-Vento Act 42 U.S.C. 11235.

The above child, who has applied for the Head Start program, meets one of the following criteria:

1. “Homeless” - Check one
   - □ Staying in an emergency/transitional shelter;
   - □ Awaiting foster care placement;
   - □ Sharing the housing of others due to loss of housing, economic hardship, or similar reason;
   - □ Staying in a hotel/motel due to loss of housing, economic hardship, or similar reason;
   - □ Living in a car, park, campground, public space, abandoned building, or substandard housing;
   - □ Unknown nighttime residence.
   
   Or

2. “Unaccompanied Youth”
   - □ Child is with an adult that is not a parent or legal guardian.
   
   Or

3. “Migratory”
   - □ Moved in the past 3 years to seek work as a paid laborer in any type of farming (sod, dairy, chicken, vegetable, citrus, or other) or fishing.

The above student is missing the following enrollment documentation:

   ____ Proof of guardianship (Check if #2 above)
   ____ Birth Certificate
   ____ Immunization Record

_________________________________________ ________________________
Parent/Guardian Signature                       Date

_________________________________________ ________________________
Staff Signature                                 Date
Nebraska Local School District Homeless Liaisons

Title X, Part C, Subtitle B, Section 722(g)(1)(ii) requires each school district in Nebraska to designate an appropriate staff person to serve as a liaison for students in homeless situations.

Liaisons must ensure that:

♦ Children and youth in homeless situations are identified by school personnel and through coordination activities with other entities and agencies.
♦ Students enroll in, and have full and equal opportunity to succeed in, the schools of the district.
♦ Families, children, and youth receive educational services for which they are eligible, including Head Start, Early Head Start, and pre-school programs administered by the district, and referrals to health, mental health, dental, and other appropriate services.
♦ Parents or guardians are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
♦ Public notice of the educational rights of students in homeless situations is disseminated where children and youth receive services under the Act.
♦ Enrollment disputes are mediated in accordance with the Enrollment Disputes section of the McKinney-Vento Act.
♦ Parents and guardians and unaccompanied youth are fully informed of all transportation services, including to the school of origin, and are assisted in accessing transportation services.

Liaisons must assist children and youth who do not have immunizations or immunization or medical records to obtain necessary immunizations or immunization or medical records.

Liaisons must help unaccompanied youth choose and enroll in a school, after considering the youths’ wishes, and provide youth with notice of their right to appeal an enrollment decisions that is not their choice.

Liaisons must ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.

Liaisons must collaborate and coordinate with the State Coordinator for the Education of Homeless Children and Youth and community and school personnel responsible for the provision of education and related services to children and youth in homeless situations.

State coordinators and Districts must inform school personnel, service providers, and advocates who work with families in homeless situations of the duties of the school district homeless liaison.

Roger Reikofski
Nebraska Homeless Education Coordinator
Name of Form: MCKINNEY-VENTO VERIFICATION FORM

Purpose: This questionnaire is intended to assist in determining if a student meets the eligibility criteria for services provided under the McKinney-Vento Act 42 U.S.C. 11235.

Instructions: If a child applying for the Head Start program meets any of the criteria Listed in boxes 1, 2, or 3, this form must accompany the application. The child will be considered categorically income eligible for the Head Start program. In addition, if a family cannot provide any of the information listed at the bottom of the form because of their current situation, the child’s enrollment is the program will not be delayed. Head Start staff will make every effort to help the family obtain the necessary documentation as soon as possible.

If a Family Service Worker is not sure if the child meets the requirements of “homelessness”, they are to utilize their Nebraska Local School District Homeless Liaison for assistance in determining. (Superintendent of the public school most generally)

Definition of Homelessness: According to section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 114341(2)), the term “homeless children and youths”-

2. (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 definitions above.

Fixed: A fixed residence is one that is stationary, permanent, and not subject to change.
Regular: A regular residence is one which is used on a predictable or routine basis.
Adequate: An adequate residence is one that is sufficient for meeting both physical and psychological needs typically met in home environments.

Completed By: Staff
Date Due: With application as necessary
Send To: Central Office/Application
Filed At: Original – Central Office
Copy – Child’s File
Revised: 6/2011
APPLICATION FOR RETURNEE CHILD

Purpose:
Taken to determine eligibility for returnees for the NENCAP Head Start program.

Instructions:
Follow ChildPlus written instructions for filling out form completely – including updated IEP information, Change of Status for child/family personal information, and a new, updated Medical/Allergy Concern form, if applicable.

- Only children who are income eligible and participating in the program can fill out a returnee application.
- Enrolled over-income children wishing to return will need to fill out a new application, except in the case of a partnership child, where a returnee application would be filled out.
- Children enrolling that are age eligible for Kindergarten, as determined by an IEP team, will need to fill out a new application and will be accepted on a case-by-case basis. Every effort should be made for Head Start staff to attend IEP placement meeting.

Kindergarten age children can continue in an EC program if the child’s IEP team determines that the child’s specific and unique needs cannot be met in kindergarten. The decision cannot be made based on parent request, lack of appropriate kindergarten services, lack of supports in the kindergarten classroom, or to delay school entrance of a kindergarten age child. In no case can a child who will be turning 6 before January 1st of the current school year be served in an Early Childhood program, whether or not the child has an IEP.

Completed By: Staff
Date Due: Due to Central Office by February 28th of each year
Send To: ChildPlus
Filed At: Copy – Child’s File
Revised: 6/12

Application Instructions for a Returnee Child in ChildPlus
Family Service Worker will set up time with returnee family to complete returnee application face-to-face.

Family Service Worker will update application for returnee child and enter new enrollment and program term into ChildPlus. (FSW will delete and add family members when necessary).

An e-mail will be sent to Central Office Administrative Secretary stating the names of children that FSW entered into ChildPlus as returnee children.

Family Service Workers will print off application from ChildPlus and have parents sign it.

Application of returnee will include:

- Page 1 - Family member information sheet - has one parent signature at the bottom
- Page 2 - Family information – this has two signatures at the bottom, one staff, one parent.
- Page 3 - Enrollment information - this is the form with the participation days and meal chart at the bottom.
- Page 4 - Eligibility Verification Form - when printing off your application, there are three boxes at the top of the print page, make sure the last one is checked and it will print off the form.
- 1034 Live Report - new 1034 live letter needs printed after entering information and attached to the other pages of the application. (There will always be a change to Specific Fields with the change of none to Pre-K for child’s education.)
- Signature Page Live Letter - this page needs read by parents and understood regarding Service Point. If any of the Agency Specific fields were changed it needs signed
- During the application process for over income returnee children, FSW’s will ask each over income family if there income has lowered since last year. If it has, new income needs to be attached to application. The application should be updated under income.
- Proof of Birth - not needed for children returning.
- Immunization Records - not needed for children returning.
- Medical/Allergy Concern form or any other health papers - this form should be done with the application process. It should be submitted electronically to the FSS and a copy attached to the application sent in to the Central Office.

FSW’s will send printed copy with original signatures into Central Office. Copy will be placed in child file with signatures.

Agency Specific Fields is looked at as a family, not the individual you are updating. Therefore:

- Rent - If parent rents, the children also rent
- Food Stamps - If parent receives Food Stamps, the children receive Food Stamps. (There is an exception to this: If the parents are not US Citizens but the child is, it would only be yes for child)
- Child Support - If a parent is receiving child support for any children in the family, then the child she is receiving child support for, is also marked as receiving child support

Child returning should have education section changed to Pre-K in Agency Specific fields.
CHILDPLUS INSTRUCTIONS FOR CHILD RETURNING:

2. Go to Family Application:
   • Ask family member if family members listed are still correct. This is to make sure the numbers match what is in ChildPlus.
3. Go to Family Information:
   • Ask if address and phone numbers have changed, enter in any changes if needed. Go back to Family Application and highlight returnee child’s name.
4. Go to Enrollment:
   • Add a blank participation record- **DO NOT GO OVER AN EXISTING RECORD!!**.
5. Add the Program Term:
   • Head Start/Partnership 2013-14. For partnerships, if they are income eligible they will be under Head Start, if they are over income they will be a partnership.
6. Under enrollment #1:
   • Complete site, Application Status (completed and verified).
7. Under enrollment #2:
   • Complete application date (this is the day you are working on application in ChildPlus).
   • Complete waitlist date. (this is the date of the application)
8. Enrollment Notes:
   • Click the clock and document that returnee application was completed for 2013-14 school year. If Medical/allergy concern form was completed with returnee application, state that also under documentation. Example: Returnee application completed in ChildPlus. Medical/allergy concern form completed and sent electronically to FSS on ________(date). Copy attached to application. If a family member is deleted or added, this also needs put in the enrollment notes.

**Remember:** A new Medical/Allergy Concern form should be filled out for the new year. The old one should be reviewed with the parents during the face-to-face application process. Do not assume everything is the same.
# HEAD START

## CHANGE OF STATUS

Submit this form to update child and family information

<table>
<thead>
<tr>
<th>Center Name</th>
<th>Class</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child’s name (last)</td>
<td>(first)</td>
<td></td>
</tr>
<tr>
<td>Parent/guardian</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section I - ENROLLMENT STATUS

<table>
<thead>
<tr>
<th>TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Center</td>
</tr>
<tr>
<td>To Center</td>
</tr>
<tr>
<td>Effective Date</td>
</tr>
</tbody>
</table>

| DROP |
| Withdrawal date | Date last attended |
| Reason for withdrawal | |
| Put back on wait list? | Y N What Center? |

| ABANDON |
| Abandon date | |
| Received Services | Yes or No |

### Section III — OTHER

| Change family number from | to |
| Transferred child’s file to: | Center |

### CHANGE IN INCOME

<table>
<thead>
<tr>
<th>TANF</th>
<th>off on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeless</td>
<td>Yes No</td>
</tr>
<tr>
<td>Foster</td>
<td>Yes No</td>
</tr>
<tr>
<td>SSI</td>
<td>Yes No</td>
</tr>
</tbody>
</table>

### Section II — PERSONAL INFORMATION

| CHANGE NAME |
| ( ) Child ( ) Parent ( ) Date |
| Change from |
| Change to |
| Reason |

| CHANGE ADDRESS/PHONE |
| Address | Home/Message: |
| Phone | Other: |

| CHANGE OF CUSTODY |
| TO ( ) Foster ( ) Natural ( ) Other Date |
| New family name |
| Parent/Guardian Names for Labels |

| CHANGE INSURANCE/MEDICAID INFORMATION |
| ( ) Add ( ) Drop Effective Date |
| Medicaid#/Kid’s Connect. # |
| Insurance Co. Name |

Staff Signature: ____________________________
Date: ____________________________

Comments to Central Office

______________________________
Name of Form: CHANGE OF STATUS

Purpose: To document changes in a child/family status such as:
● Transfer to or from another Head Start center within the agency
● Withdrawal or abandon from program
● Name, address, phone change and date changed
● Change of Custody
● Change of number of people in family
● Change of Health Insurance Information
● Change of Income
● Documentation of changes FSW completed in ChildPlus
● Other

Instructions: Family Service Workers will update the following Change of Status Information directly on ChildPlus: Address changes, phone number changes, insurance/Medicaid information and number in family changes. FSW will not need to send in a hard copy to the Central Office unless there is a change in family number. FSW will go into ChildPlus, additions/deletions to family, complete Agency Specific Field on that person and run a new 1034 report. The live report should be attached to the Change of Status form when sent into the Central Office.

Family Service Workers will complete Change of status forms and scanned to Administrative Secretary for all areas but additions/deletions to family the day the change occurs. Date will be written at the bottom of the form stating when changes were made in ChildPlus.

Completed By: Staff
Date Due: As needed
Send To: Scanned to Administrative Secretary
Filed At: Child’s File
Copy to Education Staff
Revised: 6/2013
UPDATING CHANGE OF STATUS INFORMATION

Family Service Workers update the following information for Change of Status into ChildPlus and put in child file.

- Address
- Phone numbers
- Insurance/Medicaid Information

Family Service Workers update the following information for Change of Status into ChildPlus and send a hard copy with a new 1034 Live Report attached reflecting the changes for:

- Addition of family member(s)
- Deletion of family member(s)

Administrative Secretary will update all other Change of Status information:

- Custody changes
- Drops
- Abandons
- Transfers
- Name Changes
Above is the screen where you will update address/phone changes; addition/deletion of a family member.

Steps:
1. Go to Family Application and highlight Primary Parent name for address/phone changes; for addition click on add an adult/child. For deletion click on Delete family member after highlighting person name.
2. Scroll down to #2 Address, phone, e-mail; make changes under this section
3. Click Save changes at bottom of page.
Above is the screen where you will update insurance changes.

Steps:
1. Go to Health Services section and click on arrow under Primary Health Coverage “AT END OF ENROLLMENT” and make change.
2. Click on save changes at bottom of page.
ATTENDANCE POLICY

Head Start is expected to maintain 85% of its current enrollment at all times. Each child is expected to be in attendance every day. Regular attendance is necessary for your child to benefit from the program. If you child is ill or cannot attend for any reason, please call the center as soon as possible prior to the start of class or as needed. The following policies pertain to absences:

**Excused Absence** - You child is excused if you contact Head Start. You must contact Head Start each day your child will be absent.

**Unexcused Absence** - An unexcused absence occurs when no contact is made between Head Start and a parent/guardian. Staff is required to attempt contact daily.

**Excessive Absences** – If a child has four (4) or more absences in a month, a center team member will make a phone contact or a home visit to discuss the situation. If the absences continue, the child may be dropped from the program.

A child’s position in the program will generally be held for 10 consecutive classroom days before the child is dropped from the program. Each situation may be considered on a case by case basis, taking into account individual family and cultural needs.

The Performance Standards require Head Start to provide at least 128 class days for part-year programs. Extended year classrooms will provide a minimum of 160 class days. Classrooms must operate for a minimum of three and one half hours to be counted as a classroom day. If a regular class day is cancelled in a part-year center, a make-up day will need to be completed.

Each center will develop an individual weather policy, which may coincide with local schools.

Parent/Guardian must call before 9:00am for child to be included in lunch count.

ABANDONED CHILD POLICY

After thirty minutes from dismissal of class and no contact with parents, we are required by law to report an abandoned child to the proper authorities.
CHILD ATTENDANCE:

Designated staff completes ChildPlus 2315 report for daily attendance on all children attending preschool program. The 2315 is scanned to the Administrative Secretary at the end of each week.

Administrative Secretary will enter the daily attendance the following week for all scanned 2315 reports she received, not exceeding one week.

Family Service Workers are responsible to track excessive absences on each child. The FSW can pull up ChildPlus 2310 or 2320 to track excessive absences for each child. This report can also be individualized for a child to use during Family Visits. Any excessive absences will be addressed using the following steps:

1. Date of Telephone Call
2. Date of Conference
3. Date of Letter Sent
4. Deadline Given
5. Date of Change of Status

All steps will be documented in the routine contacts, showing attempts and conversations with parents regarding the importance of attending school.

Family Service Workers are still responsible to attempt contacting parents when Education Staff report daily absences to FSW.
Dear [Primary Adult (First)]:

[Name (First)] has been accepted for the 2013-2014 school year at Head Start. On behalf of the entire staff I would like to welcome you, your child, and your family into the program. We are excited to invite you into the wonderful world of child growth and development. We hope through your participation and involvement in the program we are able to work together to provide a positive learning experience for your whole family.

Health is a big part of the program. Federal regulations require that each child coming into the program have an up-to-date physical and dental examination within 45 days of the start of the school year. Please take the enclosed Head Start physical and dental forms with you to the doctor and dentist and let them know that your child will be attending Head Start. Return both forms to the Head Start Center when complete.

Beginning this school year, you will also be asked to provide documentation of a blood lead test for your child. Medicaid will cover the cost of the test for those children who are eligible and have never had one. Please be sure to remind your doctor that a blood lead test is required by Federal Medicaid regulations for Head Start children. If your child had a blood lead test when he/she was younger, (at 12 and 24 months) you may provide the results of that test to satisfy the requirement. Only one lead test is required for those children returning for a second year of preschool. If you have problems obtaining a blood lead test from your doctor, please call the Central Office at the number below.

In addition to the physical and dental exams, each child must be immunized according to current State law within 30 days of the start of the school year. Current Nebraska state law requires that each child have at least the following immunizations:

- 4 Dtap
- 3 Hib
- 1 MMR
- 3 Polio
- 3 Hepatitis B
- 1 Prevnar
- 1 Varicella (Chicken Pox) or documented history of disease

According to State law, if your child does not have at least the immunizations listed above within 30 days of the start of the school year, he/she must be excluded from classes. If your child is excluded from class, center staff will make weekly home visits until the needed shots are received. Please review your child’s immunization record with a health professional before he/she starts school.

If you do not have a regular doctor and/or dentist or do not currently have health insurance/coverage, staff at your local Head Start Center are trained to assist you.

If you have additional questions and/or concerns about these requirements, feel free to contact Peggy Triggs, Family Service Specialist at 1-800-445-2505. Peggy’s extension is #228.

Sincerely,

Rita
Rita Eichelberger
Head Start Director
03/29/12

Dear

This letter is to inform you that has not been selected at this time to attend preschool for the 2011-2012 school year. Your child is currently on the wait list. If any information on your original application has changed, or if you have any questions, please contact your local Head Start Center.

Thank you for your interest in our program.

Sincerely,

Rita

Rita Eichelberger
Head Start Director