

**ERSEA -ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT,
AND ATTENDANCE IN HEAD START & EARLY HEAD START**

[2 DEFINITIONS 1305.2](#)

[4 LEGAL DEFINITION OF HOMELESSNESS](#)

[4 HEAD START PROGRAM DEFINITION OF INCOME](#)

[6 AGE OF CHILDREN](#)

[6 AGE GUIDELINES](#)

[7 FAMILY INCOME ELIGIBILITY AND VERIFICATION](#)

[8 INCOME GUIDELINES](#)

[9 COMMUNITY OUTREACH AND RECRUITMENT PROCESS](#)

[13 SELECTION PROCESS AND WAITING LIST\(s\)](#)

[18 HEAD START CENTER ENROLLMENT POLICY](#)

[20 ENROLLMENT](#)

[21 ELIGIBILITY TRAINING POLICY](#)

[21 ATTENDANCE POLICY](#)

[22 ATTENDANCE SHEETS](#)

[24 CHILDPLUS ATTENDANCE CODES](#)

[25 LCHS ATTENDANCE CODES](#)

[26 ATTENDANCE NOTES](#)

[26 CENTER MANAGER ATTENDANCE REPORTS](#)

[26 EARLY HEAD START ATTENDANCE](#)

The following Abbreviations are used throughout the context of this section:

CM = Center Manager	ERSEA: Eligibility Recruitment Selection Enrollment & Attendance	LCHS = Luzerne County Head Start
CO = Central Office	Enr Spec = Enrollment Specialist	LFW = Lead Family Worker
CP = Child Plus	FE = Family Educator	MIS = Management Information Specialist
ECE = Early Childhood Education	FEng = Family Engagement Specialist	NE = Nurse Educator
EHS = Early Head Start	FW = Family Worker	PKC = Pre-K Counts
EI = Early Intervention	HS = Head Start	Spec = Specialist
ED Prog Asst = Education Program Assistant	I/T Spec = Infant/Toddler Specialist	WL Fac = Waiting List Facilitator

Policy Clarifications, although archived, have been used throughout the ERSEA Operation Manual to define LCHS, Inc.'s policies in accordance with the Head Start Act and Performance Standards.

ERSEA (ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE IN EARLY HEAD START/HEAD START)

2 DEFINITIONS 1305.2

(Used in conjunction with Head Start Program Performance Standards at 45 CFR part Act, 42 U.S.C. 9801)

Child with a disability is defined in the same manner as presented in the Head Start Act, 42 U.S.C.9801.

Enrolled (or any variation of) means a child has been accepted and attended at least one class for center-based or family child care option or at least one home visit for the home-based option.

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.

Family, for a child, means all persons living in the same household who are:

- (1) supported by the child's parent(s)' or guardian(s) income; and
- (2) related to the child's parent(s) or guardian(s) by blood, marriage, or adoption; or
- (3) the child's authorized caregiver or legally responsible party.

Foster care means 24-hour substitute care for children placed away from their parents or guardians and for whom the state agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made.

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

Homeless children means the same as *homeless children and youths* in section 725(2) of the McKinney-Vento Homeless Assistance Act at 42 U.S.C. 11434a(2).

Home visitor means the staff member in the home-based program option assigned to work with parents to provide comprehensive services to children and their families through home visits and group socialization activities.

Income means gross cash income and includes earned income, military income (including pay and allowances, except those described in Section 645(a)(3)(B)subscript 64 of the Act), 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.

Indian Tribe is defined in the same manner as presented in the Head Start Act, 42 U.S.C. 9801 subscript 65.

Individualized Education Program and Individualized Family Service Plan is defined in the same manner as presented in the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.)subscript 66 and 67.

Low-income family means a family whose total income before taxes is equal to, or less than, the income guidelines.

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 and whose family income comes primarily from this activity.

Migrant or Seasonal Head Start Program means:

(A) with respect to services for migrant farm workers, a Head Start program that serves families who are engaged in agricultural labor and who have changed their residence from one geographic location to another in the preceding 2-year period; and

(B) with respect to services for seasonal farmworkers, a Head Start program that serves families who are engaged primarily in seasonal agricultural labor and who have not changed their residence to another geographic location in the preceding 2-year period.

Participant means a pregnant woman or a child who is enrolled in and receives services from a Head Start, an Early Head Start, a Migrant Seasonal Head Start, or an American Indian Alaska Native Head Start program.

Parent means a Head Start child's mother or father, other family member who is a primary caregiver, foster parent or authorized caregiver, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree.

Personally identifiable information (PII) means any information that could identify a specific individual, including but not limited to a child's name, name of a child's family member, street address of the child, social security number, or other information that is linked or linkable to the child.

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.

Relevant time period means:

- (1) the 12 months preceding the month in which the application is submitted; or
- 2) during the calendar year preceding the calendar year in which the application is submitted, whichever more accurately reflects the needs of the family at the time of application.

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

Verify or any variance of the word means to check or determine the correctness or truth by investigation or by reference.

4 LEGAL DEFINITION OF HOMELESSNESS

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

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

(B) includes—

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

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

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

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

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

And defined in the Head Start Act, Section 637 Definitions, #11:

*Per Title IX, Part A of the Every Student Succeeds Act, "awaiting foster care placement" was removed from the definition of homeless on December 10, 2016; the only exception to his removal is that "covered states" have until December 10, 2017 to remove "awaiting foster care placement" from their definition of homeless.

SOURCE: <http://eclkc.ohs.acf.hhs.gov/> <https://nche.ed.gov/mckinney-vento-definition/>

4 HEAD START PROGRAM DEFINITION OF INCOME

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 (with the exception noted below), 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, and 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; and dividends, interest, net rental income, net royalties, and periodic receipts from estates or trusts; and net gambling or lottery winnings.

As defined here, *income does not include* capital gains; any assets drawn down as withdrawals from a bank, the sale of property, a house or a car; or tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury. Also excluded are non cash 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.

The period of time to be considered for eligibility is the twelve 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 reapplication is made, whichever more accurately reflects the family's current needs.

SOURCE: Information Memorandum ACYF-IM-HS-04-03, 3/16/04

If a family can demonstrate a significant change in income for the relevant time period, program staff may consider current income circumstances as described in 1302.12 (i)(1) (iii) and the following Policy Clarification which is archived on ECLKC.

OHS – PC – I – 008 reads:

“Can a Head Start program enroll, as income eligible, a child whose family’s income was above the poverty line in both the preceding twelve months and in the preceding calendar year, but whose situation has significantly changed so that looking at current income, the family is income eligible?”

Yes. The language in section 645(a) of the Head Start Act that allows grantees to consider either the income of the last 12 months or of the preceding calendar year was not intended to suggest those were the only two time periods that could be considered in determining income eligibility. Consistent with the text of the statute, Head Start programs are permitted to consider, at the time of enrollment, information that most accurately reflects the needs of the family.

If neither the last 12 months or the preceding calendar year now accurately represents the family’s current situation (perhaps, for example, because the parent is now unemployed) then the Head Start program should use its judgment in deciding if it seems likely that the current situation more accurately reflects the family’s likely economic status during the period of the child’s Head Start enrollment.

In this situation, the file should 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. **Requirement**

Sec. 645(a) of the Head Start Act; 45 CFR 1305.4(e) sites there are certain exceptions to this definition that are applicable to Head Start programs:

Section 645(a)(3)(A) of the new Head Start Act requires that certain types of pay and allowance to members of the uniformed services not be counted as income for purposes of determining Head Start eligibility. Specifically, the following two pay/allowances are to be excluded when determining Head Start eligibility:

- 1) The amount of any special pay payable under section 310 of title 37, United States Code, relating to duty subject to hostile fire or imminent danger.
- 2) The amount of basic allowance payable under section 403 of title 37, including any housing allowance.

In addition, under 37 U.S.C. 402 a (g), the child or spouse of a member of the armed forces (Army, Navy, Air Force, Marine Corps, and Coast Guard) receiving a “supplemental subsistence allowance” who, except on

account of such allowance, would be eligible to receive a service provided under the Head Start Act, shall be considered eligible for such benefits notwithstanding the receipt of the allowance. The subsistence allowance would therefore not be counted in determining eligibility for programs authorized by the Head Start Act.

SOURCE: Information Memorandum ACF-IM-HS-08-05-R, 2/8/08

6 AGE OF CHILDREN

Section 645A of the Head Start Act, states that **persons eligible to participate in EHS include (1) pregnant women; and (2) families with children under age three.** Performance Standards 1302.12 (b)(1) and (c)(1) further state for EHS, except when the child is transitioning to HS, a child can be an infant or toddler younger than 3 years old.

For HS, a child must be at least 3 years old, or turn 3 by the date used to determine eligibility for public school in the community in which the HS program is located and be no older than the age required to attend school (Performance Standards 1302.12 (b)(2)(i)(ii)). At LCHS, Inc., preschool children must be at least three (3) or four (4) years old by the date used to determine eligibility for public school in the community in which the child lives. Our enrolled EHS children may transition at the chronological age of three. Other children who are chronologically age three, may be considered for preschool enrollment if there are no other school district aged 3 or 4 year old children on the waiting list. FE, NE, FW and Recruiters all hold responsibilities to all or parts of the recruitment, application and enrollment processes. Staff are required to obtain verification of a child's birthdate and name of a home school district from the family when they are applying for services. This information is recorded on the child's application. It is used during the screening and selection process to determine the child's age by the appropriate school district kindergarten cut-off date.

Verification can made through, but not limited to, viewing a child's birth certificate, crib card, passport and/or baptismal certificate. In the event that none of these items are readily available the family can provide a group of documents that contain the child's date of birth (court order, medical record, immunization record, public documents, etc.). The family should be referred to the Bureau of Vital Statistics in order to begin the process for obtaining a replacement birth certificate due to our local school districts requiring this form of documentation for the kindergarten registration process. Pregnant mothers applying for EHS services can submit a doctor's note, WIC document, or a medical document with an anticipated delivery date to confirm pregnancy. Staff will not require families to provide documents that confirm a child's age if doing so creates a barrier for the family to enroll the child. 1302.12(h)

6 AGE GUIDELINES

Home School District-child must be 3 or 4 on or before the dates listed below:

Berwick	September 1	Northwest	September 1
Dallas	September 1	Pittston	August 31
Elk Lake	September 1	Tunkhannock	August 31
Greater Nanticoke	September 1	Wilkes-Barre	September 1
Hanover	September 1	Wyalusing	September 1
Hazleton	September 1	Wyoming	August 31
Lackawanna Trail	September 1	Wyoming Valley West	September 1
Lake Lehman	September 1		

NOTE: EHS children may transition to **HS** at the chronological age of three (3), and receive priority for placement. Children with disabilities and an IEP are age eligible to apply for HS services as of their third birthday, in accordance with ACYF-IM-94-16.

7 FAMILY INCOME ELIGIBILITY AND VERIFICATION

Our agency uses the federal poverty guidelines that are issued each year by the Department of Health and Human Services (HHS). In EHS and HS at least ninety (90) percent of enrollees in the program must be from eligible families. A pregnant woman or child is eligible if the family's income is equal to or below the poverty line or the family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including TANF child-only payments. The child is homeless, as defined in part 1305 (see legal definition of Homelessness) or the child is in foster care. Source: 1302.12 (c)(1)(i) (ii) (iii) (iv) Families that receive Public Assistance defined to include Temporary Assistance for Needy Families (TANF) and Supplemental Security Income (SSI) are also eligible for services. Source: ECLKC Eligibility Final Rule: Frequently asked questions.

Up to ten (10) percent of the enrollees may be from families that exceed the poverty guidelines (over 100% of poverty) **after** all income and categorically eligible applicants have been considered first. Note: See Selection section for exceptions. The **PKC** program utilizes the Federal Poverty guidelines at 300% in determining eligibility for this program option.

During the application process a recruiter secures and verifies family income during a face-to-face recruitment visit, then uses this income to determine eligibility for services. 1302.12 (a)(1)(i)

During the course of scheduling and completing the application, recruiters use probing questions to determine how a family met its basic needs. It is through these questions that a recruiter can guide a family to determine what acceptable documents will be necessary to verify and complete the application for services.

Each application contains a statement signed by the recruiter who indicates that income verification has been made and identifies the documents that were examined. 1302.12 (i) *Verifying eligibility* states that to verify eligibility based on income, program staff must use tax forms, pay stubs, or other proof of income to determine the family income for the relevant time period. (1)(i) If the family cannot provide tax forms, pay stubs, or other proof of income for the relevant time period, program staff may accept written statements from employers, including individuals who are self-employed, for the relevant time period and use information provided to calculate total annual income with appropriate multipliers.

When a family reports no income, LCHS, Inc. may utilize our “**Addendum to Income Verification**” form where the HS definition of income is reviewed in detail with the family to ensure there was no countable income received by the family. This form secures permission from the parent/guardian or legally responsible party to verify the information and provides the recruiter with space to document verification notes. The recruiter is also required to write a statement of explanation in the eligibility determination record which indicates how the family met their basic needs during the time frame considered. 1302.12 (i)(1)(ii)

Recruiters are able to utilize our “**Confidential Release of Public Assistance Benefits**” form to obtain income amounts and verification of Temporary Assistance to Needy Families (TANF) and/or State Supplementary Payment (SSP) which is the state portion of a person's Supplemental Security Income (SSI) from the local branch of the State Department of Human Services. This form also has a built in release of information where LCHS, Inc. obtains written permission from the parent/ guardian/ or legally responsible party to verify if a family is currently receiving one or more of these benefits. 1302.12 (i)(2)

In order to verify a family's homeless status, LCHS, Inc. utilizes our “**Self Identification Form for Homeless Families**”, along with information gathered during the interview process, referrals and/or documentation from public or private agencies, school personnel, etc. This form contains documentation of consent and verification

notes made by a recruiter. 1302.12(i)(3)

All formal foster/kinship applications contain at a minimum our “**Foster/Kinship Consent Form**” which provides permission for the application to be taken and defines which services can be delivered. Other documentation such as written statements from a government child welfare official, court orders, proof of foster care payments may be kept with either the child’s application or the eligibility determination record. 1302.12(i)(4)

In the event a family declines to grant LCHS Inc., permission to verify any information gathered in support of an application for services the recruiter will note the reason for the declination and proceed to complete the application in accordance with policies and regulations. Some forms contain a release to verify information in support of an application also contain a clause informing families that they may revoke future disclosures by notifying LCHS, Inc. in writing.

Every LCHS, Inc. application for services contains a statement that notifies (on and after the date of withdrawing permission to release information) the parent/guardian/legally responsible party that they have the right to revoke any further contact to any or all third party consent by notifying LCHS, Inc. in writing.

The recruiter reviews the application and indicates whether or not the applicant is eligible, prior to submission to the ERSEA department and participation in the program.

Income documents and verifications gathered in support of an application are kept and filed separately from the child and/or prenatal application. Each completed application generates an eligibility determination record which includes the original coversheet from the application, which is where verification of an in person interview, age, statement defining income or categorical eligibility is noted along with a recruiter’s signature that confirms he/she has made reasonable efforts to verify and/or obtain all information provided in support of the application. Each cover sheet also states what documents were used to determine eligibility and what category of eligibility the child/pregnant mother was determined to be. The eligibility determination record also contains all documents (W-2, tax forms, etc.) statements and declarations gathered to support the eligibility determination. 1302.12(k)(1)(2)(i)(ii)(iii) The eligibility determination record is scanned into our highly secure DocuLex server. Access is strictly limited to select Administrators and ERSEA staff. The eligibility determination record is then filed alphabetically in locked filing cabinets located in the ERSEA staff offices. 1302.12(k) In order to meet EHS, HS and PKC regulations, all records are maintained for seven years. 1302.12(3) Staff are trained to treat this information/documentation with the highest regard of confidentiality and to secure this information in a locked location. 1302.12(a)(1)(i) and(ii)

8 INCOME GUIDELINES

To be considered eligible, an applicant must be within current HHS Poverty Guidelines or must be determined “categorically” eligible (i.e., over income guidelines, and “homeless” by the McKinney-Vento Act, the current recipient of TANF benefits, SSI, or a Foster/Kinship Child)

2019 HHS Poverty Guidelines	Source: Federal Register (2/1/2019)
<i>Size of Family Unit</i>	<i>48 Contiguous States and D.C.</i>
1	\$12,490
2	16,910
3	21,330
4	25,750
5	30,170
6	34,590
7	39,010
8	43,430
For each additional person add	4,420

9 COMMUNITY OUTREACH AND RECRUITMENT PROCESS

In order to reach those families within the recruitment area most in need of services, a recruitment process has been designed. It actively informs eligible families, including migrant families, of the availability of services and encourages them to apply for admission to the program.

Our agency uses information from the Community Assessment to determine the recruitment area and the primary target areas for each center location. Placements at HS/EHS centers are determined by the area where the child's home and/or pickup/drop-off address is located. Our practice is for children to apply to or return to the center closest to these locations.

Each HS Center's designated recruitment area is determined by distance, length of bus riding time for children (if transportation is offered), and areas where children seem to be residing year after year. Changes to these target areas can be made on the basis of need.

This ongoing process begins with community outreach, often the first step in establishing contact between families, the community, and the agency staff. Activities involve the Administrative staff, Spec, FW, Recruiters, NE and FE's contacting individuals, agencies, (including those that serve children with disabilities), and groups within the community to publicize the EHS/HS/PKC programs. Advertisement includes, but is not limited to, the use of letters requesting referrals from public and private agencies, news releases, Facebook, messages for TV public services bulletin boards, and local advertising media, including the distribution of flyers to area school districts. Information is distributed at our Health and Transition Advisory meetings held between January and April of a calendar year. Our Policy Council Members are also requested to take an active role in assisting us with our community outreach efforts.

Staff prepare and submit announcements, flyers, and bulletins to organizations in their local community, including churches, schools, food banks, local newspapers, etc. to inform them about EHS/HS/PKC and to enlist their support and assistance in identifying eligible families. **HS FWs are required to establish and maintain working relationships with community agency assignments.** Community Outreach assignments are located in our CP software under Management tab, Community Outreach "Assignments". Contacts and/or activities are logged in CP, Management tab, Community Outreach "Activities". Assignments are contacted in the Fall and Spring of the school year. FWs also canvas the local community for locations to place agency information and posters, including, but not limited to, doctors' offices, housing projects, supermarkets, WIC sites, laundromats, schools, kindergarten registrations, post offices, welfare offices, homeless shelters, Children and Youth offices and job centers. Our EHS I/T Spec keeps ongoing communication with local Part C providers. LCHS Inc. teachers are requested to announce our recruitment in their monthly newsletters to families. Recruiters also assist in the community outreach process, as needed. When opportunities exist, LCHS, Inc. staff participate in community events and/or presentations to further our outreach/recruitment efforts. 1302.13

Recruitment at LCHS, Inc. is ongoing for all program options. An application may be taken at any time during the year. Our agency considers January through June our major recruitment season for our succeeding preschool year. During this time our staff complete many applications for the purpose of selection. This concentrated effort is needed to ensure full enrollment in all program options, as well as, maintenance of an active waiting list.

Open recruitment days/evenings are held at locations such as HS/EHS centers, local libraries, community rooms of low-income housing projects, etc. Prospective applicants are also offered individual appointments in order to meet the needs of the family's schedule. Recruiters may travel to a family's home, place of employment, local restaurant, homeless shelter, etc. to complete an application for services when needed.

The **recruitment process** generally begins with a prospective family completing an intake. All intakes are logged within CP, Management tab, Intake Roster. Intakes within CP are assigned to recruiters. **Referrals received by our agency also generate an intake for follow-up.** The recruiter contacts families personally through phone calls, text messages, letters and/or email to schedule appointments. Attempts to contact families must use a variety of methods. Recruiters should attempt to reach a potential family as soon as possible and at least **3 times within 30 days** of the intake assignment. All contacts are documented on the intake in CP.

When scheduling a recruitment appointment, recruiters should use probing questions to assist a family in knowing what documents will be necessary to complete the application and guide them appropriately in order to obtain them for the face-to-face application meeting.

Intakes received for the EHS program option where the child will be age-eligible for preschool HS during the current program year are typically held in *intake status*. This means that the child's application for EHS would not be taken. These are potential applicants who would receive less than 6 months of EHS services if selected. Exceptions to this practice may be made if/when an EHS Waiting List is exceptionally low, the number of current children with disabilities falls, or a child is in a homeless or foster/kinship status. If an application is not taken while in the "intake status," the intake is assigned for consideration of our preschool program for the upcoming year.

The recruitment/application appointment may be the family's first introduction to the services provided at LCHS, Inc. A new family may know very little about the format of our comprehensive early childhood education programs and family services. The recruiter is informative and helpful when completing the application with the parent/guardian. The recruiter's enthusiasm and positive attitude are vital for helping to establish a good first impression.

Quality information is presented in a clear and concise manner. The family may be provided with our **agency brochure** as our program services are explained. Families are informed that there are no fees associated with participation in any of our program options. 1302.18(a) The **Resources Directory** is utilized when a family is in need of emergency services or other assistance and needs a referral to a community agency. Recruiters must be sensitive to the "here and now" needs of a family in a crisis situation. Appropriate short term support and advocacy should be provided during the application process when warranted.

Recruitment is a critical time to effectively stimulate the parent's interest in our program options and to show our interest in serving children, families and pregnant mothers. It is necessary to get a "feel for the family" and "sell the program". Families applying for preschool services are **briefed** on important information such as the differences between HS and PKC programs. The HS philosophy, attendance policies, center locations, busing, curriculum, mealtime procedure, classroom routine, health requirements, parent involvement, opportunities and expectations, are reviewed. Families applying for EHS services are informed that this program option operates year round and services are delivered through required weekly 90 minutes home visits and bi- monthly socialization opportunities. They are also briefed on very important information such as attendance policies, curriculum, health requirements, parent involvement, expectations, and the excellent opportunities made available to parents.

All parents/guardians are informed that our meeting is only the first step in this process and completing an application does **not** guarantee their child's placement in any program option. Recruiters should feel confident that they have spent the appropriate amount of time necessary to fully inform families and to answer any questions about our program. We also want families to feel satisfied and be eagerly looking forward to becoming actively involved **if** their child is enrolled. This is the beginning of the development of our

relationship with parents and **partnership building** with families.

A recruitment toolkit is provided to each staff member who has the responsibility of completing applications for the agency. This toolkit contains detailed directives, guidance and forms for completing applications. **All completed applications** are reviewed for accuracy in the ERSEA department, documented on a monitoring log then sent to the MIS department for processing and placement on the appropriate wait/selection list.

The following information is shared with families at the recruitment appointment so they have an understanding of our **application process**:

(1) **Completed** preschool applications are processed at the Central Office and, if not accepted, remain on the waiting list for the entire school year. Completed EHS applicants are to remain on the waitlist for one year based on the date of the application. Any applicant for the EHS program who is over the age of 2 at the time of application is removed at 36 months of age.

(A) Slots in all program options are filled as vacancies occur;

(B) If there is an opening the parent/guardian will be contacted. Parents/guardians who have applied for preschool services receive a **letter** following spring/summer selection indicating their child's accepted or wait list status. Families who apply for preschool services during the school year will be notified by phone, letter, email, door tag, etc. if the child is accepted for services. Parents/guardians who have applied for EHS services are informed, at the time of application, that the applicant will be placed on the waiting list and contacted if a spot becomes available in accordance with our selection policies. **At least 3 valid attempts to offer a slot to a family are made. All attempts to reach them are documented in CP, child's enrollment tab, enrollment notes section. Due to security settings in CP, PKC Teacher's utilize the Education tab, Education notes to document attempts to reach a family. The CM or wait list facilitator can then copy and paste the notes to the enrollment note section on the enrollment tab.**

(C) If family income is determined to be above the guidelines, the application will be placed on the waiting list and considered only after all income and categorically eligible applicants for HS and EHS. (No applicants over 300% of the Federal Poverty Guideline will be considered in PKC programming.) Families are provided with contact information of other preschool opportunities in the area when necessary.

(D) If a child is a school district three year old, and the parent/guardian is not contacted for acceptance/enrollment during the school year, LCHS Inc. will contact the family by phone, email or letter to see if they are interested in applying for the following school year. For EHS services, if an applicant is not selected from the Waiting List within one year from the date of application, the child's name is removed from the Waiting List. LCHS Inc. Recruiters will attempt to contact the family informing them that the application must be redone in order to continue be considered for selection. When a child is on an EHS wait list and reaches 30 months of age an intake is generated for preschool services. Applicants for EHS can remain on the waitlist until they reach 36 months in age. No preference is given for second year applicants in the selection process as all applications are ranked according to the priorities point system.

(2) If the application is determined to be **incomplete**, meaning it does not have sufficient information to be processed and placed on a selection/wait list, the parent/guardian is notified. Parent/Guardian must provide all information required to complete the application. Once completed, the application will be re-evaluated,

processed and placed on the waiting list. **If all required information is not provided, the application will not be processed and the child will not be considered for the program.**

NOTE:

Incomplete Applications (with a copy of an incomplete application letter, ER#45 found in Google Drive) are kept in the recruitment folder until completed or requested by ERSEA staff. Recruiter may make multiple attempts to secure the outstanding information. All contacts to the family in an attempt to complete an application should be noted on the intake in CP. Recruiters should continue to contact the family through phone calls, email or letter to be sure the family understands what is required of them, help them obtain this information if possible and determine their continued interest in our program. If the family does not follow-up to a letter within a reasonable time frame, no further actions to reach the family will be required. If an application is deemed to have insufficient information upon review by an ERSEA staff member, it will either be returned to the recruiter with directive for follow up or the family will be sent an ER#18 letter which will advise the family of what is needed to complete the application. All applications (complete/incomplete) and supporting documentation must be kept in a safe and secure location. All information that is obtained and collected is to be held in strict confidence.

Recruiters must “understand that all information collected for the purpose of determining eligibility for services of LCHS, Inc. must be a true and correct representation of all relevant income, familial/guardianship relationships. All information in support of an application must be in compliance with current Federal, State and Agency regulations regarding the same.” There must be no misrepresentation, falsification or omission of information or documentation. ERSEA policies and procedures must be followed at all times. Consequences for staff who intentionally provide false information in support of an application for services are outlined in our LCHS, Inc. Personnel Policies and Procedures. Consequences include but are not limited to suspension, immediate termination, and criminal charges. In an effort to ensure LCHS Inc. staff who have responsibilities in taking applications understand the very serious nature of this task. LCHS Inc. obtains an “Eligibility and Recruitment Statement of Understanding, ER#59” at annual recruitment training. 1302.12(m)(1)(iii)

When recruiters are taking an application, should a family disclose or present information/documentation that the recruiter believes is fraudulent, the recruiter must do the following:

- (1) Stop the application/eligibility process immediately.
- (2) Explain the reason(s) to the applying family. Use phrases such as:
 - (a) “your information/documentation is not legitimate.” Or
 - (b) “We cannot accept fraudulent information/documentation.” Or
 - (c) “our regulations do not allow us to take applications when we have knowledge of fraud/fraudulent information or documentation.”
- (3) Stop proceeding any further with the application. Inform an Enrollment Specialist.

APPLICATION PROCEDURE

Beginning in the 2018-2019 school year, all paper applications will no longer be kept in files. All paper applications will be scanned and kept in locked filing cabinets in the ERSEA department. Scanned applications will be viewable in CP under the participant’s application” tab, attachment section. If necessary, they can be printed, but must be kept securely locked or shredded upon completion of use. Other supporting documents unrelated to ERSEA, will be given to appropriate teams.

13 SELECTION PROCESS AND WAITING LIST(s)

Selection means the process used to review all applications for services and to identify those children and families that are to be enrolled in the program. Selection is made according to an age, income and risk factor ranked prioritized point system and follows Health and Human Services guidelines and criteria approved by LCHS, Inc. Policy Council and Board of Directors to ensure the agency is selecting those with the greatest need. A waiting list is developed at the beginning of each enrollment year (on-going for twelve (12) month programs) and maintained “kept active” at each center/site during the year. All children (Income Eligible, Categorical Eligible, and Over Income) appear on one (1) waiting list per program option/center/site. Waiting lists (also called Prioritization Reports, CP 2025) rank applications according to points, income and other enrollment priorities, with the most needy appearing first on the list. For children with identical points and identical % of poverty, the date of application will be considered. Wait lists are kept in an “active” status where designated staff maintain regular contact with the first few families on the list. This practice assists in filling vacant slots timely and maintaining “full enrollment”. Program openings are filled from the waiting list in the order they appear, except when the next applicant on the list has been determined to be over income.1302.14(c) In this case, an over income pregnant mom or child is considered for selection only after all Income Eligible and Categorical Eligible applicants have been selected. As per the Center Enrollment Policy, prior to selection of an over-income participant, an Enrollment Specialist will evaluate the over income number of currently enrolled participants so as not to exceed 10% of the funded enrollment number. Over Income children with disabilities are given first consideration. In a situation where enrollment of children with disabilities is at risk of dropping below the 10% requirement, over income children are considered.

HS/PKC waiting lists are maintained by assigned staff during the program year. FWs, CMs, Recruiters or Teachers may be assigned the task of contacting the next family(s) on a waitlist to offer services. As stated in the Recruitment process 1(B), families receive at least 3 valid forms of contact. Staff utilize phone numbers, alternate phone numbers, email, door tags letters etc. in an attempt to reach a newly accepted family.

Major Selection Process (April May June)

In April, a returning children’s chart directive is sent to appropriate HS/PKC staff within LCHS, Inc. FW’s and/or CM’s are directed to verify and complete CP Live Report M2190 or PNPT Rollover Report 2330. This report is submitted to ERSEA for review then forwarded to MIS so children can be placed in an “accepted status” for their succeeding year. These charts also assist in identifying any children who need a 3rd year application “re-verification of income” to continue their HS services. 1302.12(j)(1). This procedure, along with CP Live Report 1007-2, Address and School District Report, assists in determining a starting point in the number of returners and their age for each of our centers/sites. Eligible EHS Transition children are placed into “accepted” status using a combination of CP reports 6010, Class Verification Report and MR0106 Historical Transition List. (Details on EHS transition found in Transition from EHS to HS Services section.) Children who successfully complete the Jump Start Program (if funded) are also held in “accepted” status for Fall services. Letters for returning children are distributed to families via backpack by FWs, CMs or Teachers before the school year ends. EHS Transition and Jump Start children “accepted” for Fall classes are sent letters advising them of their center of placement. CP report 2125, Participant Alphabetical List, is run for each prospective center/site and compared with previously submitted reports M2190, children’s returning files, transition and Jump Start lists to ensure slots are accurately held at each center/site. Following this verification process, CP 2025, Enrollment Priority Listing, is printed for each center/site and children are accepted to fill vacancies following the selection process. Letters for newly “accepted” and “waiting list” children are sent from the Central Office following the completion of selection.

Throughout this major selection process various CP reports are utilized to watch various factors:

- CP 3501 - Disability Management Report - Watches disability statuses
- CP 2004 - Enrollment Eligibility Management - OI/IE/Categorical Eligibility Identification
- CP 4012 - Families with Multiple Participants - Identifies sibling applicants
- CP 4018 - Primary Language Report
- CP 2125 - Participant Alphabetical List
- CP 1007-2 - Address and School District
- CPMR1006- Historical Transition List

Early Head Start

The Statement of the Advisory Committee on Services for Families with Infants and Toddlers (Dept. of Health and Human Services) states:

Given the paramount importance of health for very young children, a major focus of the Early Head Start program must be to insure women receive the health services needed to promote a healthy pregnancy and birth, and very young children receive early and on-going well-baby care, immunizations, and other essential health services to support development.

Recognizing that the windows of opportunity open and close quickly for families and young children, programs will seek and pursue opportunities to play a positive role in promoting the physical, social, emotional, cognitive and language development of young children and families before conception, prenatally, upon birth, and during the early years. It is particularly important that Early Head Start ensure coordination and continuity of services for infants and toddlers with or at risk of a disability.

In recognition of the need to intervene with families as early as possible in order to have the greatest impact, LCHS Inc. EHS will give priority to pregnant women and the youngest children in the selection process. Every effort will be made to maintain a manageable caseload for the EHS NE who implements prenatal services to pregnant mothers. Efforts are made to offer sibling applicants services provided by the same FE.

We will continue to consider other selection criteria as established by the agency when filling vacancies in EHS. In consideration of the established agency criteria, along with consideration of the mission of EHS as stated in the Head Start Performance Standards, Head Start Act, and Statement of the Advisory Committee on Services for Families with Infants and Toddlers, our Enrollment Priorities Selection Criteria is as follows:

- **Income**
- **Age of Child or Trimester of Pregnancy**
- **Public Assistance Recipient**
- **Child With Diagnosed Disability/Special Needs (Valid IFSP Required)**
- **Teen Parent**
- **Parental Status (Including Foster Parents)**
- **Non-English Speaking**
- **One or More Social Service Need**
- **Homelessness**

In order to comply with Performance Standards and meet the needs of children and pregnant mothers in our program, our EHS program will consider the primary language at home during the placement of newly selected applicants in a caseload. LCHS, Inc. has researched and determined that Home Visiting services can be completed in English to a bilingual family. In order to do so, we MUST confirm that the adult in the family

(who will be completing the visits) is fluent in and can be provided assessments/resources and home visits in English. This has been determined after reviewing the Performance Standards 1302.31(b)(2)(i) - Teaching and the learning environment - and 1302.33(c)(4) Child Screening and Assessments.

All vacated slots within the agency are filled according to the Center Enrollment Policy. LCHS, Inc. Policy Council approves this policy.

The EHS waiting lists are maintained by the EHS Recruiter and/or Enr Spec. The EHS Recruiter or Enr Spec will assign a child/pregnant mother to a FE/NE to fill the vacancy. Upon receipt of the assigned name FE/NE is requested to begin contact to the newly assigned child/mother within 48 hours of receipt. Orientations should be scheduled within 2 weeks of receiving a name from the ERSEA dept.

For children 2 ½ years of age or older, HS intakes will be completed. These children will be considered for our EHS program option when one of the following circumstances apply:

1. No other eligible children are on the waitlist.
2. It is necessary to select the child in order to maintain EHS's 10% disabilities enrollment. (per policy approved March 2012)

EHS Major Selection Process

Selection to fill the vacated slots from transitioned children from EHS to HS is completed in June. Selected children/pregnant mothers are placed in an "accepted status" in CP. FE or the NE are provided with an electronic copy of their newly selected families via a CP report. EHS Educators are provided with detailed information on when to begin contact and orientations to the newly accepted families. If an Educator cannot reach a selected family after 3 valid contacts a new name will be selected according to the previously described selection procedures.

TRANSITION FROM EHS to HS SERVICES

Performance Standard 1302.12(j)(4) states that if a program operates both an EHS and a HS program, and the parents wish to enroll their child who has been enrolled in the program's EHS, the program must ensure, whenever possible, the child receives HS services until enrolled in school, provided the child is eligible. They also mandate that transition planning for EHS children begin prior to 30 months of age. 1302.70(b) At this time, the FE will notify the I/T Spec of the pending transition and update the EHS Transition Planning event in CP, Education Tab. The I/T Spec, Health Spec and ECE Spec address specific developmental, behavioral and health concerns during team meetings.

Visits for EHS families to a center are arranged through the FE. The FE contacts the center where the child is expected to transition and schedule a classroom visit. This visit needs to take into consideration the classroom schedule as well as the family's schedule. The EHS transitioning child may be enrolled on the day of (or any time after) their third birthday, consult with Spec as needed.

Children who have reached the age of three during the program year will be offered placement in the preschool program when the following conditions are met:

1) There must be an appropriate program opening for the child. If an opening does not exist child can remain in EHS during the waiting period. 1302.70(2) In order to best meet the needs of our transitioning children with disabilities and avoid duplication of services LCHS, Inc. works with EI in coordinating services. In the event HS does NOT have an opening or appropriate placement to transition a child who is required to be serviced by EI, the child is allowed to maintain their enrollment in EHS and retain priority

status for HS vacancies. The family needs to schedule and maintain their regular EHS weekly visits on a day that the child does NOT receive EI services. 1302.61(c)(1)(i)(ii)(iii)

(NOTE: Factors such as adult/child ratios and number of special needs children in a classroom may postpone the selection of a EHS Transitioning three-year old. Placement decisions will be made by Specs).1302.70(a) 1302.70(b)(1)

2) More than thirty calendar days must remain before the end of the HS program year.
(Exceptions to this policy may be made in some cases).

3) The family must remain income or categorically eligible.

Income must be re-verified by the FE/Recruiter at 30 months. A new application is completed allowing for income to be re-verified, as well as, ensuring that all information is accurate and current. If the new application deems the EHS transitioning child to be over-income, FE will notify the I/T Specialist and check the appropriate box on the Transition Plan in CP. After the application is reviewed by ERSEA and the over-income status is verified, the Enr Spec, FE and I/T Spec will discuss the family's current needs/situation. If there are compelling reasons why the over-income family should receive continued services, a written recommendation from the EHS I/T Spec will be sent to the HS Enr Spec, and shared with appropriate staff. It is the I/T Spec's responsibility to document written recommendation on the Transition Plan notes in CP. 1302.12(j)(3)

The FE will inform the over-income family of the decision. If unable to transition to HS, the FE will discuss an alternate transition plan with the family and document this on the child's transition plan. If the child is age eligible for PKC and the application was completed in a valid time frame the child may be placed on the selection list for our PKC program option (with no guarantee of acceptance).

4) EHS Children CANNOT transition, during the school year, into any PKC or Blended funded Classrooms. PA Pre K Counts Statute 405.3(f).

5) HS will make every effort to transition eligible children with a DOB between September 2, current year and April 30, succeeding year into a HS classroom during the current school year. Children who do not receive placement will be allowed to remain in EHS. Eligible children whose DOB are between May 1 and September 1 will be held placement in the Fall school term and continue to receive EHS services until the end of our PIR year, July 31. At this time the FE will create a Status Changer to "complete" the child's EHS services as they "Age out of EHS" and are noted to "transition to Head Start". The families will receive contact from FW/T in early August.1302.12(j)(4) 1302.70(b)(2) 1302.70(d)

6) Preliminary Eligibility determinations are made for EHS children who will turn 30 months in October, November and December to enable transition planning. Full applications are completed in January. This application is valid for both the current school year and the succeeding school year.

During the program year, the HS FW and the EHS FE will each complete a Status Changer on the date the child begins at the HS center. The date of enrollment in HS will match the date of withdrawal from EHS on the EHS Status Changer.

EHS children can be considered for special programs such as Jump Start when they meet the criteria specified for that program.

Communication between EHS/HS Regarding EHS Transition

In order to improve communication between EHS and HS staff with regard to Transition, the following practices will be followed:

EHS FEs are reminded that slots in HS can become available without prior notice, so if a child they are working with is on the Transition List, the possibility of a quick transition should be anticipated.

EHS FE should be aware that this year, Beekman has several classrooms with bilingual staff. If interested, parents who solely speak Spanish could utilize any of these classes, as opposed to waiting for a slot in the Bilingual classroom which seldom has openings. FE should relate this information to transitioning families and to the LFW if they are interested. A prior visit to such a classroom might help the family in making this decision.

As you are planning for Transition remember bussing may not be available. Consult the FW or CM for availability.

Some HS locations CANNOT take EHS Transitioning children on their 3rd birthday. Consult a member of the ERSEA Staff with individual questions or concerns.

1. The FE will update the transition plan in CP 45 days before the child's 3rd birthday. Any special circumstances which may need to be considered in placing the child in a classroom should be documented. Information should be documented in the child's transition plan under "transition notes" Example: Transportation concerns, custody issues, possible moves, pick up/drop off locations (CYC), health issues, etc. If the information changes CP and/or Transition Plan should be updated immediately.
2. WL Fac will call FE to let them know when one of their families is being selected. If the FE can't be reached, immediately send an email. WL Fac will document this contact on the Transition List in CP.
3. FE will confirm receipt of this contact and notify EHS Enr Spec via email of pending transition. FE will place a note in the child's family services tab "Other Note". FE's may request to continue EHS services with the child for up to 7 days when the opening occurs to close out the case, say goodbye to the family, complete makeup home visits, and any other needs. Important--In some circumstances this may NOT be possible.
4. Once FE confirms receipt of potential transition, FW will contact the family to review details such as; transportation, times, p/u d/o locations, etc. If FW does not hear from FE within 24-48 hours, FW will contact either the PM or a member of ERSEA to ensure FE is not out for a long period of time, vacant caseload, etc.
5. FE and FW need to communicate regarding dates of last EHS home visit and HS orientation date. Once the Pre-Service Team meeting occurs FW's must document this in CP under Family Services tab, Event heading "Team Meeting".
6. FE will complete an EHS CP Status Changer immediately on the date of change and close out Transition Plan.
FW will also complete a Status Changer on the date of change & fax to ERSEA at CO.

COMMUNICATION IS THE KEY. We can't always plan or control the exact order in which things will take place, but keep in mind that open communication will lead to smoother transitions for the children, families, and staff involved. We are all on the same team!

18 HEAD START CENTER ENROLLMENT POLICY

GOAL: To have vacated slots filled in accordance with Head Start Performance Standards and approved by Policy Council.

OBJECTIVE: To ensure that all vacated slots are filled.

<u>STRATEGIES</u>	<u>PERSON(S) RESPONSIBLE</u>
1. Initially provide each center with a Waiting List Folder containing: <ul style="list-style-type: none"> ☞ Copy of Center Enrollment Policy ☞ EHS Transition Waiting List (located in CP Reports MR0106 or MR0104) ☞ Waiting to Transfer Log ☞ Prioritization Report(s) in CP report 2025 	1. <i>Enrollment Specialists</i>
2. Provide a funded enrollment number to: <ul style="list-style-type: none"> ☞ Each Center ☞ Each Region/Center Manager(s) 	2. <i>Enrollment Specialists</i>
3. Maintain funded enrollment number throughout the program year.	3. <i>Family Worker and Center Manager</i>
4. Notify the Family Engagement Specialist immediately when an attendance problem and/or family situation may result in a withdrawal from the program.	4. <i>Family Worker, Family Educator, Nurse Educator, CM, T</i>
5. When a vacancy occurs (withdrawal from the program or transfer to another center), examine Waiting List Folder contents for replacement priorities before selecting.	5. <i>Family Worker, Center Manager, Recruiter</i>

First Priority – “Emergency” placements approved by the Assistant Executive Director in cooperation with Family Engagement and Enrollment Specialists for children in exceptional circumstances who are facing disruption of services due to homelessness, foster placement or formal kinship care. These children will be given first consideration for enrollment, reenrollment or transfer during the program year and may include transitions from other communities as described in Performance Standard 1302.72.

Second Priority – Children waiting to “transfer” from one Head Start, Early Head Start or Pre-K Counts program to another (Transfers must be within the same program.)

Third Priority – Early Head Start children waiting to “transition into Head Start”. 1302.70(d)

Fourth Priority – Children who have faced disruption of services and wish to “re-enroll” during the current program year, if granted re-enrollee points on the waiting list.

Fifth priority: All other “waitlisted” children in order of priority.

Notes:

In Early Head Start, Family Educators are given names of selected families by the Enrollment Specialist or EHS Recruiter who acts as the waiting list facilitator for all caseloads.

Also, no children can “transition” from Early Head Start to a Pre-K-Counts or Blended Funded classroom.

<u>STRATEGIES</u>	<u>PERSON(S) RESPONSIBLE</u>
6. If the selected family accepts placement, proceed with either Orientation/ Enrollment, Transfer, or Re-Enrollment.	6. <i>Family Worker, Family Educator, Teacher</i>
7. If the selected family does not accept placement, document any reason for refusal or change.	7. <i>Family Worker, Family Educator, Teacher, CM</i>
8. Replacement of withdrawals or transfers will be done as they occur.	8. <i>Family Worker, Center Manager, Recruiter</i>
9. Immediately complete and copy/FAX a copy of the Status Changer to the ERSEA Department on the effective date the Enrollment change occurs at the Center.	9. <i>Family Worker, CM, Recruiter</i>
**EHS program staff complete electronic version of status changer immediately.	9. <i>*Family Educator, Nurse Educator</i>
10. File the white copy and circulate the original among center staff.	10. <i>Family Worker, Recruiter, CM</i>
11. Forward original Status Changer to an Enrollment Specialist when completed.	11. <i>Family Worker, CM, Recruiter</i>

Performance Standards allow 10% of our funded enrollment to be children of families who are over income for services. LCHS, Inc. will accept all income and categorically eligible children before considering families in an over income status who may benefit from services. Over income children with disabilities will be given first consideration if the agency has not met the 10% requirement to serve children with disabilities in order to meet that standard. When a vacancy occurs and the waiting list is examined for a replacement, the FW/FE contacts the selected family to offer placement in the program. Contacts include, but are not limited to, phone calls to work, home, or alternate numbers at various times of the day with a message left; a letter mailed to the family’s home address with a copy kept on file; a visit to the family’s address with a note left. All contacts or attempts to contact are documented.

20 ENROLLMENT

LCHS, Inc. staff are required to initiate contact and document attempts to contact an “accepted” child/family/pregnant mother for the purpose of enrollment in any of our program options. Agency staff must make at least 3 (three) valid contacts to the selected family to offer placement in the program. Attempts to contact/locate the family must include phone calls to all phone numbers contained on the application or within CP , a “trying to reach you letter” mailed to the last known address, as well as, a door tag left at the last known address on file for the family (letters and door tags should be photocopied and placed in the file) **All contacts are to be documented in CP on the Enrollment Tab in the “Enrollment Notes Section”.** *Note: Due to security settings, PKC Teachers will document in the Education Tab. PKC CMs will copy and paste notes to the enrollment tab. A variety of attempts must be made. (For example, all three attempts to contact should not be by phone message left on an answering machine, as family may not be receiving the messages). Once all available contacts (phone, letter, e-mail, phone call to a referral source, door tag) have been exhausted with no response from the family, the name may be removed from the waiting list after a reasonable time period.

At LCHS, Inc., the pre-enrollment process for center-based preschool services begins with notification of acceptance, and ends on the first day of school when all children are “enrolled”. The entry date in HS is the first day a child attends class. In EHS, the orientation date is considered the first home visit and the enrollment date. 1305.2

When enrollment opportunities or vacancies exist, these openings must be filled as soon as possible or within 30 calendar days for HS/EHS and 20 instructional days for PKC to achieve and maintain funded enrollment compliance. The objective of the Center Enrollment Policy is to ensure that this requirement is satisfied.

Funded enrollment means the number of children and/or pregnant mother’s which the EHS/HS grantee is to serve, as indicated on the grant award. Each center/site is assigned a funded enrollment number. HS Centers with multiple classrooms and EHS Caseloads can share the responsibility of maintaining a center/site’s enrollment number by allowing flexibility between classrooms/caseloads. Centers/sites can share the responsibility of maintaining the programs enrollment number by allowing flexibility between centers/sites. When a pregnant woman is enrolled in the EHS Program, her baby is enrolled at birth. A status changer is completed when the baby is born, which includes the child’s name, birth date, gender, health insurance information, language, ethnicity and race.1302.82(b)

In our preschool option an income/categorically eligible HS child remains eligible through the initial enrollment year and the immediately succeeding enrollment year, with no re-verification of income. Our agency makes efforts to maintain the continuity of service by re-enrolling eligible children in the succeeding year. However, a child who will participate in HS for a third year must have a re-verification of income and/or a new application completed. 1302.15 (b)(1)(2) Children who are no longer participating or are on the waiting list must re-apply for services.

Pregnant mothers and children who are enrolled in a program receiving funds under the authority of section 645A of the Act remain eligible while they participate in the program. 1302.12(j)(2)
EHS children ready to transition to HS must complete a new application and income verification. Those who remain eligible automatically transition to HS. If families are over income at the time of the HS application, their entrance into the program is evaluated. A written recommendation from the EHS I/T Specialist is provided to the Enr Spec in making this determination. 1302.15(j)(3)(4)

In order to comply with 1302.72(a)and 1302.15(3), when LCHS, Inc. is aware of a family’s plan to relocate, we will do our best to either maintain the child’s current enrollment by exploring community or agency resources to assist in maintaining enrollment or support effective transitions by referring the family to a program in the new

location to ensure the child has an opportunity for continuity of services. These efforts include, but are not limited to, sending a referral to the HS/EHS or other educational setting, forwarding documents (upon parental/guardian consent) to the new provider, providing the parent/guardian with names and contact information of educational services available in the new location. LCHS Inc. staff, upon consent, can provide items from the child/family file that may assist in transition to another educational program. LCHS Inc. will further support effective transitions with homeless and foster children by working with state or local child welfare agencies or homeless shelters/programs to maintain services for children and families.

21 ELIGIBILITY TRAINING POLICY

LCHS, Inc. will train all Governing Body and Policy Council members within 180 days of the beginning of a new term. Staff responsible for eligibility determinations, as well as, management will be trained within 90 days of date of hire on basic eligibility, applicable federal regulations and program policies and procedures. Such training will also: (i) Include methods on how to collect complete and accurate eligibility information from families and third party sources; (ii) Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and, (iii) Explain program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information. 1302.12(m)

After the initial training on eligibility, Recruiters will be required to attend an “in depth” training entitled “Basic Recruitment Training”. This training will review regulations, policies, procedures and definitions in relations to eligibility and applications. Recruiters will be provided with a Recruitment Tool Kit, comprised of instructions, necessary forms and guidelines. The tool kit will also be reviewed. Following this training, a Recruiter will have an opportunity to shadow a veteran Recruiter before being assigned intakes, completing applications and making eligibility determinations independently.

Eligibility training will be provided on an annual basis with updates as needed to appropriate staff as required. Eligibility training is typically held before our major recruitment season which begins in January of each year. Annual training will include how to collect complete and accurate eligibility information from families and third parties. It will incorporate strategies for treating families with dignity and respect, as well as, dealing with issues such as stigma, domestic violence and privacy. Furthermore, it will explain policies and procedures to describe actions taken against staff, families and/or participants who attempt to provide or provide false documentation. 1302.12(m)(1)(i)(ii)(iii)(4)

Resources can be found at <https://eclkc.ohs.acf.hhs.gov>

Enrollment Specialist will document staff’s attendance at annual training 1302.12(k)(1)

ATTENDANCE 1302.16

21 ATTENDANCE POLICY

Program Attendance means the actual presence and participation in the program of a child enrolled in HS. Parents are instructed to inform the bus driver or contact center staff before the start of class when possible. Accurate records of absences, absentee codes, and contacts are to be kept by center staff on the CP attendance and meal count worksheet. Data should be entered into CP as soon as possible, but MUST be entered by the end of the work week. If the end of the month is in the middle of the work week, staff must attempt to enter information that day as CM and Spec are required to complete “end of month” reports at that time. Original monthly worksheet records are forwarded to the ED Prog Asst. Computerized monthly attendance reports are reviewed by the CM, who will examine for accuracy, update any needed corrections with their staff and print summary reports for their center(s) and forward all required computerized reports to the Enr Spec. If the

Average Daily Attendance in a center based program falls below 85% a computerized attendance analysis is also completed to determine if there are unusual reasons for absences that need to be addressed. 1302.16(a)(b)

When parents call the center to report absences due to illness or excused causes, staff document the information. If, however, the absences result from other factors, such as temporary family problems or absences that are unexcused, **staff must initiate appropriate family support procedures in order to improve attendance and help the family.** These procedures must include home visits or other direct contact with the child's parents. Individual child attendance data is shared with parents at the end of each full month of school in an informational letter with tips to encourage good attendance. 1302.16 (i)(ii) If necessary, discussion will be held to help improve the child's attendance. Contacts with the family must be documented in the CP system under "attendance notes" or cross referenced under notes pertaining to the absences, but documented elsewhere in CP. **When children are absent from the program and no contact is made to the center by the parent within 1 hour of class start time, staff must attempt contact the family to determine the reason for the absence.** This contact should be made on the day of the absence as soon as possible to ensure the child's safety. 1302.16(a)(1) Generally, FW will follow-up and document absentee reasons, however, in instances when FW are not available, CM must have a plan in place in their centers to satisfy and document the 1 hour rule in the Performance Standards by assigning other center staff to the task. Contact **MUST** be made to the family after day two of an unexcused absence. When there has been no contact from the family for two (2) consecutive days and all efforts (including a home visit) to reach the family have been unsuccessful, the family will be contacted by letter from a staff person and given a date to contact HS staff. The final attempt to contact the family will be made by the FEng Spec and will indicate a deadline to contact or return to HS. If no resolution is found, the slot will become a vacancy.

Staff must contact the FEng Spec when absentee problems develop. Every effort will be made to keep a child who is experiencing attendance difficulties enrolled in the program through attendance discussion, goal setting or a written agreement, called "My Child's Attendance Success Plan". Staff must work with families experiencing homelessness to see if there are community resources to help with transportation or other barriers to services. Staff must also work with families to be sure children's immunizations are up to date according to state regulations to ensure continuity of attendance. 1302.16(c) When a child experiences chronic absenteeism (children who have 10 or more consecutive, unexcused absences or more than 10 % over the school year (18 days total) and the family has not responded to, or cooperated with program support, the child may be withdrawn from the program the situation will be evaluated to determine the reason for the absenteeism, and to ensure efforts to provide family support are in place. Staff must inform their FEng Spec when a child is approaching this status. The slot may be considered a vacancy if the absenteeism persists and it is not feasible to include the child in either the same or different program option. 1302.16(2)(ii)(iv)(3)

Plans for an extended absence (i.e. due to a family trip or emergency out of the area) **must be discussed with the FEng Specialist and center staff.** *The situation will be evaluated to determine if the enrollment slot can be held during the absence. There must be an expected date of return no more than thirty (30) calendar days from the first day of absence. Extensions beyond this time will be evaluated on a case by case basis. If the child does not return by the deadline, the slot will become a vacancy.* 1302.16(2)(iii)(3)

PRIOR APPROVAL FROM THE FEng Specialist IS REQUIRED ANYTIME A CHILD IS TO BE WITHDRAWN FROM THE PROGRAM.

22 ATTENDANCE SHEETS

The following procedure will be followed for CP attendance worksheets:

Computerized attendance worksheets are printed per CMs' instructions in each center and utilized to hand record attendance and meal counts in pencil. The CP app may also be used to quickly record attendance

and meals, but worksheets **must** be kept as backup. Both Teachers and FW are required to have knowledge of and the ability to enter data relative to attendance in the computer in order to satisfy job duties. All data entry must be completed timely and by the last work day of the week at the latest. Staff must enter all direct contacts with families into the CP attendance notes.

Each child must have a checkmark for present (as a checkmark is easier to read the “P”) or a coded excuse for each day he/she is enrolled on the worksheet. Children are considered present if they are tardy or leave early. In CP “LE” code is used for Left early and, “T” is for tardy.

Staff should refer to the ATTENDANCE FOLDER for Instructional information-- which includes sheets for all attendance codes, directions to print attendance worksheets and Entry Express instructions in the CP system.

Total Present should be calculated for each day and totaled at the bottom of the worksheet each day in pencil. **Staff must be sure the worksheet matches the input in the CP System exactly for counts to be accurate.**

Days Enrolled, Days Attended, Total Days Enrolled, and Total Days Attended will be calculated for each child by the computer. (Responsible staff should pay attention to new enrollees, transfers and withdrawals to be sure they are included correctly done on the worksheets, if applicable).

IMPORTANT NOTES:

1. Teachers are responsible for keeping daily attendance pencil worksheet records of the children in their class. They must also notify the FW/CM on the first day of an unexcused absence or if a pattern of absenteeism develops as time progresses. It is expected that all center staff will encourage regular attendance and express its importance as a team effort. Center staff may be expected to take information over the phone, directly from families or call out to families of unexpectedly absent children and document this information on worksheets and/or in the CP system. In the absence of staff that normally take attendance and follow up for the 1 hour rule, CM will direct staff to ensure attendance is addressed and documented.
2. Teachers will be responsible for sending the “original” monthly attendance forms (pencil copies) to the CM, who reviews for accuracy, and forwards to the ED Prog Asst at the end of each month.
3. Computerized attendance data shall be entered and submitted to the CM, who will review for accuracy and print computerized summary reports. Reports will be submitted to the Enr Spec at the end of each month with the “Attendance reports Cover Sheet” completed and signed.
4. **Computerized attendance reports must match data recorded on “original” attendance forms (pencil).** The computer will calculate all totals and averages.
5. All **original Attendance Sheets** must be sent to the Central Office and **MUST** be done in **pencil monthly**. Monthly **Copies of Attendance Sheets** should remain in a Center file folder for the school year.

Attendance Examples

- ❖ A child will be counted as **enrolled and present** when:
 - A. A child is in the class for any part of the day. (Can be listed as tardy/left early if applicable).
 - B. A child is in the class and receives a service and is then dismissed early because of snow, no heat, illness, etc.
 - C. A child is not in class but is enrolled and receiving HS services and services at another location, such as CSC. (Code X) permission is needed. [**► HS only, not used in PKC/Blended program.**]
- ❖ A child will **not** be present or absent when:
 - A. A **Holiday** is observed.
 - B. Class is **canceled** due to a Snow Day, a building problem or a transportation problem that affects the **entire** class.

C. A “Not Scheduled” CP attendance code is used.

- ❖ When a transportation problem affects only **part** of the class, the **session** is counted as a day enrolled and the child is marked present or absent.
- ❖ When a child **starts school, transfers, or withdraws** sometime during the month, his/her days enrolled will be calculated accordingly.
- ❖ When a child **transfers from one center to another** during the month, his/her days enrolled will be calculated only for those days he/she is actually in a particular center. A child’s individual attendance grid in CP will include the entire number of enrollment days.
- ❖ When a child **moves to another classroom but the same center**, his/her days enrolled will be calculated only for those days he/she is **actually in your class**.
- ❖ **Document school closings** by writing the reason on the bottom of the worksheet under the date, preferably in cursive, on originals. Choose appropriate codes and notes in computer, as needed. In CP, notes referring to the entire class may be placed in the “Classroom Notes” Section. When school districts close and we are open or have a delay and parents/guardians choose to keep their children at home, staff should remind families this is an unexcused absence and should encourage them to bring their children in. It should not be assumed by staff that this is the reason for the absence and follow up should occur for each child.

24 CHILDPLUS ATTENDANCE CODES

In the computer, an appropriate **classroom status** such as “open” or “closed” must be selected. The appropriate CP Code in conjunction with the LCHS, Inc. code must be selected so the computer calculates your attendance accurately. Additional instructions are written next to the codes to help choose the correct one. For example, use “P” for **Present**. Use “E” for **Excused codes**, “U” for **Unexcused**. (“O” codes should be changed to the reason code if known before reports are printed, unless otherwise instructed.) **Refer to the identified “excused”, “unexcused”, “no class” and “not scheduled” CP codes for accurate attendance calculations as listed.**

ChildPlus Status: (Each **day** should have a status, if unsure, check with your CM).

- Open:** Class is in session
- Cancelled:** Class is cancelled for snow or a building issue
- Closed:** Can be used for weekends or summer. Choose if you accidentally click on one of these days and are forced to choose a status.
- Holiday:** Use for scheduled holidays where class is not in session, such as Christmas
- Teacher Workday:** Choose if class is not in session for a **teacher training or a pre-planned day with no children**. This is not to be used for snow days, if classes are canceled use above “canceled” status.

Child Plus Codes:

- **No Class** (Present off-site/for individual child, permission needed- Consult CM)
- E** **Excused (see definition)**
- N** **Not Scheduled** (Choose if LCHS absence is “PE”, “S”, or “V”)
- P** **Present** (Staff will make check marks (√) to indicate present on worksheets, but choose “P” in computer)
- LE** (Left early, was present)
- T** **Tardy** (child came in late, but was present, not absent)
- T/LE** **Tardy and Left Early** (came late and left early, was present)
- U** **Unexcused (see definition)**

25 LCHS ATTENDANCE CODES

“Excused” absences are defined as: those absences when a student is prevented from attending for mental, physical or other urgent reasons. These can be further defined as illness, family emergency, death of a family member, health or dental appointments, fire, natural disaster, or other extenuating circumstances deemed as excused by the program.

“Unexcused” absences are any absences that are not included in the above definition of excused absences. When children have 5 consecutive unexcused absences, the provider and family, together, must discuss the reasons or the absence and determine ways to support the child’s school attendance. A “written” Attendance Success Plan may be required to preserve the child’s slot.

LCHS, Inc. Attendance/Absence Reason Codes- The following codes should be used in conjunction with the corresponding CP Codes (Excused/Unexcused/No Class/Not Scheduled) as follows:

Excused-Attendance Codes – “E” Child Plus Code

Absence Reason Codes

- C** Sick - or medical appointment not required by HS
- E** Extenuating circumstance deemed as excused by the program, must be discussed with FEng Specialist. (Includes religious observance - Kindergarten registration)
- F** Temporary Family Situation – Emergency in nature (evictions, domestic violence, could possibly result in loss of the child’s slot if unresolved - includes transportation on the part of the family)
- G** Non-family transportation issue (HS busing/County or Public Transportation)
- K** Health appointment required by HS (counted as absence, all programs)
- L** Caregiver or family member is ill or has an appointment, cannot get child to or from class

Unexcused Attendance Codes – “U” Child Plus Code

Absence Reason Codes

- H** Weather conditions, if HS/PKC are in session
- I** Family Activity (Ex: circus, fairs, relative in town) or parent decision.
- J** Kept child home due to siblings being out of school/and or school districts closed, but PKC/HS is in session
- M** Missed bus (if applicable)
- N** Not up-to-date on immunizations
- O** No Contact from family (should be changed to reason, once known)

No Class Attendance Code – “—” Child Plus Code

Absence Reason Codes

- X** Present off site (permission needed) **Not used in PKC/Blended**

Not scheduled Attendance Codes – “N” Child Plus Code

Absence Reason Codes

- PE** Prior to entry date (Child is enrolled, but hasn’t attended any class yet —Child’s “entry date” must be sent to MIS via a Status Changer, CP code should be “Not Scheduled”)
- S** Reduced days/weeks due to doctor’s orders
(permission from Health Specialist/documentation from doctor needed)
Not used in PKC/Blended
- V** Reduced days/weeks due to court order visitation/situation/foster care placement
(permission needed) **Not used in PKC/Blended**

26 ATTENDANCE NOTES

Both Teachers and FWs or any other staff person with attendance information (ex, CM/Nurse/Spec) may record individual attendance notes in CP as needed. Notes are to be brief, to the point, and state only **facts** as opposed to opinions. **All contacts and attempts to contact families MUST be recorded in attendance notes.** Use the note section to elaborate on the reason code.

You MUST click on the clock to date and sign your note. For example, it would be appropriate to write something like “Mom called, stated child broke his leg and will be out the 1st through the 5th.” No need to write the same note over and over each day. It may be appropriate to write something like “see note dated 3/15” at the beginning of a week if there is an ongoing absence. (When using the attendance app, staff must sign and date their entry as there is no icon available.)

Follow up notes: click on the last day of absence, click the timestamp above the note box, manually enter the date(s) of the actual absence(s) you are referring to and add your follow up note.

26 CENTER MANAGER ATTENDANCE REPORTS

At the end of each month, CM will pull up and review the following reports for accuracy utilizing previous month's date range:

- Child Plus #2301 Average Daily Attendance
- Child Plus #2303 Attendance Monitoring Report
- Child Plus #2310 Weekly Attendance Report **Including notes**
- Child Plus #2305 Monthly Attendance Report
- Child Plus #1010, if applicable

Any corrections or issues need to be addressed by the 10th of the following month as the attendance in the CP System will be locked for the previous month.

Only the **Attendance Data Entry Monitoring Reports #2303, #2305 and Monthly Attendance Report (ϲ, if applicable)** will be **printed** for each classroom and stapled to the CM Computerized Attendance Reports Cover Sheet for each center. Separate Cover Sheets with reports should be completed for **each** Program. **All classrooms considered PKC should have one cover sheet with reports and all HS classes should be in one report with a HS cover sheet.** If the average daily attendance for the center falls below 85% for the month, then Live Report 1010 (Absentee Reasons Report) should be printed and reviewed. Any systemic issues or abnormalities must be brought to the attention of the ERSEA Dept. Corrections should be made for any issues as needed. CM must sign the cover sheet after reviewing for accuracy and forward to the Enrollment Spec. by the 15th of the following month for filing. **All months where children are enrolled MUST have reports turned in regardless of the number of days children are enrolled.**

26 EARLY HEAD START ATTENDANCE

EHS Attendance Policy

Program Attendance in the EHS home visiting program is measured by the frequency and duration of home visits and socializations which are required to deliver the intensity of intervention that is necessary for positive child development outcomes for infants and toddlers. Regulations require that EHS families receive weekly, 90-minute visits year round.

FE/NE are responsible for tracking all attendance related contacts and home visits through CP. Accurate records of cancellations, completions and contacts are to be documented in Attendance using the Entry Express Tab or Individual Child Attendance Tabs. Computerized monthly attendance reports are reviewed by the PM, who will examine for accuracy and indicate any needed updates or corrections with their staff. NE will place all attendance notes in a Pregnant Mother's CP Pregnancy Tab.

Contacts with the family must be documented in the CP system under "attendance notes" or cross referenced under notes pertaining to the cancellations, but documented elsewhere in CP. For additional information regarding making up cancelled visits, **See "Home Visit Rescheduling Policy" and "EHS Home Visit Parent Acknowledgement" in the EHS Operations Manual.**

Staff must contact their PM when home visit cancellation problems develop. Every effort will be made to keep a family who is experiencing attendance difficulties enrolled in the program through home visit attendance discussion, goal setting or a written Action Plan. Educators must work with families experiencing homelessness to see if there are community resources to help with barriers to services.

When a family experiences chronic home visit cancellation, without engaging in make-up visits, and has not responded to, or cooperated with program support, the enrolled child(ren) may be withdrawn from the program. The situation will be evaluated to determine the reason for the unexcused missed home visits and to assure efforts to provide family support are in place. Staff must inform the FEng Spec when a family is approaching this status. **PRIOR APPROVAL FROM THE FEng Spec IS REQUIRED ANYTIME A CHILD IS TO BE WITHDRAWN FROM THE PROGRAM. See "Program Participation" in the EHS Operations Manual for additional information.**

Child Plus EHS Attendance Documentation Procedure

1. Navigate to the desired Daily Attendance Record.
 - a. Navigate to the **Attendance** Module under **Entry Express** by clicking on both the **Entry Express** tab and the **Attendance** function.
 - b. Select the Classroom Attendance Record for the day desired by selecting the Site, Classroom (Caseload) and Date.
 - i. The calendar is color-coded:
 - Black days indicate days where no Attendance Record has been entered, or days when the Classroom is normally closed.
 - Bold Black days indicate days when the Classroom has been Closed (Holiday, Workday, Cancelled, etc.). You will not be able to add any attendance on these days.
 - Bold Green days indicate that an Attendance record has been entered and saved for that day.
 - c. Once the above selections are made, the Attendance Record for the selected day appears.
2. Open the Caseload, as needed.
 - a. Verify that the Classroom Status is correct. The Classroom Status defaults to Closed, to enter attendance the classroom status must be changed from Closed to Open.
 - i. After navigating to the correct Classroom Attendance Record select the appropriate Classroom Status from the options available in the dropdown list.
 - ii. If Opening the Classroom, proceed with entering attendance.
3. Enter Attendance for the day.
 - a. For a completed HV

- i. Select "P" for Present
 - ii. Enter Arrival and Departure time listed on HV Report
 - iii. Enter notes below for HV
 - b. For each HV Cancellation:
 - i. Select the appropriate Attendance code from the list of options
 - ii. Select the Absence Reason from the available options in the dropdown list
 - iii. Enter notes
4. To Enter Notes (Documenting Home Visit conversations, messages, confirmations, or cancellations)
 - a. From the daily Attendance Record, select the child for whom an Attendance Note will be entered by clicking on the child's row, not the child's name.
 - i. Click on the **clock** icon and enter your comments in the **Attendance Notes** field.
 - ii. Click on **Save**.

Educators, Program Managers and Specialists with attendance information record individual attendance notes in Child Plus as needed. Notes are to be brief, to the point, and state only facts as opposed to opinions.

When complete, the Attendance Record can be entered into CP by clicking on **Save**.

If the Attendance Record was made for the wrong day, the record can be deleted by clicking on Cancel Add.

Child Plus Attendance Codes

The appropriate CP Code in conjunction with the LCHS, Inc. code must be selected so the computer calculates your attendance accurately. Additional instructions are written next to the codes to help choose the correct one.

- ChildPlus Status:** (EHS should use only the Open or Holiday Status).
Open: Agency is Open or was Scheduled to be Open
Holiday: Use for scheduled holidays where the agency is closed, such as Christmas

Child Plus Codes:

- E:** Excused
N: Not Scheduled
P: Present
U: Unexcused

LCHS Early Head Start Attendance Codes

"Excused" absences are defined as: Extenuating Circumstances, Family Situations, No Contact, Sick. To the extent possible, we must attempt to make up home visits canceled by the family. (ps: 1302.22 [3])

"Unexcused" absences are defined as: Not Home, No Staff Available, Staff Cancelled, Weather. These home visits **MUST** be made up. (ps: 1302.22 [3])

LCHS, Inc. EHS Attendance/Absence Reason Codes all begin with "Z". All other codes are specific to HS/PKC and should not be used for EHS- The following codes should be used in conjunction with the corresponding CP Codes as follows:

Excused-Attendance Codes – "E" Child Plus Code

Absence Reason Codes

ZA: Extenuating Circumstance: Homelessness, custody change, foster placement (Educator must speak with EHS Family Engagement Specialist for these situations)

ZB: Family Situation: Extended absence, siblings home, vacation, conflicting non-medical appointment
ZD: No Contact: No contact from family
ZQ: Sick: Family, child, medical appointments

Unexcused Attendance Codes – “U” Child Plus Code

Absence Reason Codes

ZR: Not Home: Family not home for visit, did not give 30 minute notice (not considered HV’s that MUST be made up by PS’s; however, this would warrant a family’s withdraw from the program if more than two occur).

ZT: No Staff Available: Staff vacancy, no current Educator

ZU: Staff Cancelled: Sick, medical leave, maternity leave, vacation, all PTO

ZW: Weather: Agency/Center closed due to weather, Educator unable to travel due to weather

Attendance Follow-ups and History

The Attendance Service Area contains the attendance history for each child in a caseload. This Service Area is also used to request Attendance Follow-Ups. This is a place for Spec or CM to request that an Educator completes an Action Plan for families.

The procedure for accessing this information and requesting an Attendance Follow-Up is as follows:

1. Navigate to the child’s Attendance Service Area
2. Select the correct Program Term.
3. The child’s Attendance record will be displayed for the Program Term selected.

Requesting an Attendance Follow-Up

FE, Spec & PM can request that an Attendance Follow-up be performed for a child by completing the following:

1. Locate the Attendance Follow-Up section of the child’s attendance record, as shown below.
2. If not already done, select the responsible staff list under Staff Responsible for Attendance Alerts. This may be the PM if the FE is requesting a letter or follow-up.
3. Click on Add Follow-up.
4. Enter the desired Due Date for the follow-up to be complete.
5. Select a Follow-Up reason from the dropdown list of options.
6. Enter Notes explaining the issue. The most recent note should be entered so that it shows at the top. Please put initials with note since timestamp is not available.

Attendance Follow-Ups - Close

FE can close Follow-Up requests as follows:

1. Click on the link in the Follow-Up Alert in your To Do List. This will redirect you to the child’s Attendance Service Area.
2. Enter the date you completed the follow up under Completed.
3. Enter any relevant notes or conversations under Notes.

Attendance History

The child’s full attendance history is available under the Attendance Service Area. You can analyze the child’s attendance as follows:

1. Locate the Attendance Details section of the child’s attendance record, as shown below
2. Enter the date range of interest.
3. Select the Attendance codes of interest..
4. Click on Refresh. This will cause the child’s Attendance Details to regenerate with the information requested.

Early Head Start Monthly Attendance Letters

At the Orientation Home Visit families will be provided with an Introduction Letter explaining the EHS Home Visiting Attendance Letters that they will receive from their Educator Monthly. This letter will provide the family with helpful tips for the month as well as Attendance Data for the families home visits. This data includes percentage of home visits completed for the previous month, percentage of Home visits completed for the current Program Term, and the number of home visits needing to be made up.

A copy of each Child’s Individualized Attendance Letter (Introduction Letter and each Monthly Attendance Letter) should be kept in the Child’s file.

How to Generate Home Visit Attendance Letters in CP

1. Select Reports
2. Click Send Email/Text Letter.
 - a. To print Introduction Letter choose EHS Letter of Introduction
 - b. To print out monthly attendance letters choose EHS Send Out (Month)
 - i. For Spanish choose EHS Send Out (Month) (SP)
3. Choose the current Program Term, Center and caseload number the click preview to generate letters for every child in the caseload.
4. If only one letter is needed from the caseload, chose the Individuals tab and select only the child needed and click preview to generate the letter.
5. The letters will be generated and all “blue” sections will be generated by CP. Click Print.
6. You will have to hand fill in the 3 sections for Percentage of Complete HV in (Month), Percentage of Complete HV This Program Term, and Number of Visits Needing to be Made Up.
 - a. To get Percentage of Complete HV in (Month) run Report 2321 using the dates below.
 - b. To get Percentage of Complete HV in (Month) run Report 2321 using the using 8/1/18 for Begin Date and End Date using the dates below.
 - c. To get Number of Visits Needing to be Made Up run Report 2321 using 8/1/18 for Begin Date and Last Date using the dates below. Subtract # of Presents from Weeks. Begin Date & End Date

August	
September	
October	October 1 st October 26 th
November	October 29 th November 30 th
December	December 3 rd December 21 st
January	January 1 st Feb 1 st
February	February 4 th March 1 st
March	March 4 th March 29 th
April	April 1 st May 3 rd
May	May 6 th May 31 st
June	June 3 rd June 28 th
July	July 1 st July 31 st