

PROCEDURES

HEAD START/EARLY HEAD START ERSEA

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Application and Folder Check Process

Takes the Application	Eligibility Check	When can the student be accepted/enrolled/waitlisted	Fall (Final) Folder check	Corrections Completed by	Who Corrects
FSA or Non ERSEA person	The assigned Region 16 ERSEA application staff	After review by the Region 16 ERSEA application staff.	October to December each program year.	End of January	FSA or ERSEA person depending on correction.
Region 16 ERSEA person	The assigned Region 16 Folder Check Staff	After the assigned Region 16 ERSEA Folder Check Staff	October to December of each program year.	End of January	FSA or ERSEA person depending on correction.

For children who move in after the fall folder check, the following will occur:

Takes the Application	Eligibility Check	When can the student be accepted/enrolled/waitlisted	Fall (Final) Folder check	Corrections Completed by	Who Corrects
FSA or Non ERSEA person	The assigned Region 16 ERSEA application staff. This person will email the Folder check staff to prompt the final folder check.	After review by the Region 16 ERSEA application staff.	10 business days of the child being moved to the waitlist.	10 business days upon notice of corrections.	FSA or ERSEA person depending on correction.
Region 16 ERSEA person	The assigned Region 16 Folder Check Staff. This will prompt the person to do a final folder check	After the assigned Region 16 ERSEA Folder Check Staff	10 business days of the child being moved to the waitlist.	10 business days upon notice of corrections.	FSA or ERSEA person depending on correction.

Eligibility Check- This is a review of how the child is eligible. This person will check for documentation to support the eligibility. This person will verify selection points.

Final Folder Check: This is an entire folder check. This is where all PIR for parents and child are double checked. Verify all additional PIR questions.

If there is a concern in the folder that can't be addressed by the folder check staff, the child's file is "flagged" in the Child Plus system. The person who is making corrections, makes them in the appropriate timeline and signs in the correction signature spot. He/she will email the assigned ERSEA person. The ERSEA person will confirm the corrections and unflag the file.

The final folder check is designed to:

1. Confirm our program has the appropriate children in the slots.
2. Identify areas of concern so the ERSEA team can improve and train in the areas identified as weaknesses.

Signatures and Statuses:

Eligibility signature is the person who checks for eligibility changes status to "Under Review"

Final Folder check signature is the person who reviews all PIR and changes status to "Complete" after the folder check has been completed.

(Not necessarily all changes have been made pending FSA, parent info, etc..)

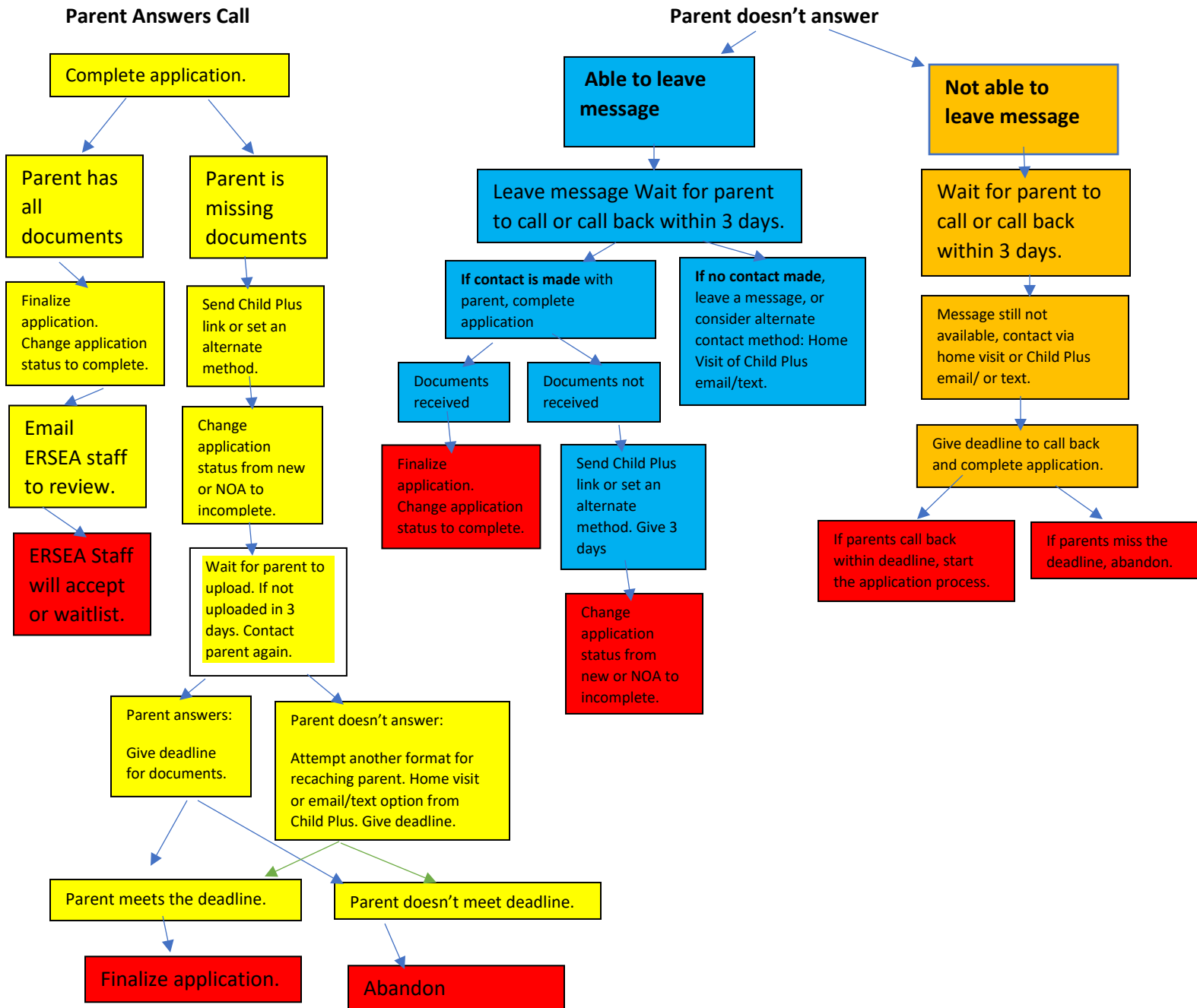
Application Processes/Contacting Parents

via online, paper, or face to face interview

Online Application completed by parent. Family Services assistant and ERSEA designee receive and email upon parent completion.

Applications on paper or face to face interview that are not complete.

Family Services Assistant will follow up with family **within 3 business days**. (ERSEA designee, at a minimum of weekly, will review new online applications to make sure FSA is following up. ERSEA designee will assist in next steps when the FSA is out, off during summer or during high applications times).



The goal is at least 3 attempts. It is important to respect families and individual needs. Learn which families are working with us and which ones are not. Also- must complete process in a timely manner to get enrolled and fill spots upon vacancies.

Attendance Flow Chart

21-22 Program year

❖ Site/campus, classroom, or district is going to quarantine (temporarily)-In Child Plus

- Upon notice of quarantine, ERSEA coordinator automatically code all children in the site, campus, or classroom as NS or Not scheduled to note present for the duration of the quarantine.
- At the end of the quarantine period, ERSEA coordinator will contact appropriate staff to determine if services were provided to each child during quarantine.
- For any child who did not access education services, ERSEA Coordinator will change the child's attendance to:
 - A for Absent
 - Absence Reason- COVID 19

❖ **Individual student quarantine in Child Plus:**

- Upon notice of quarantine, the person who takes attendance for that child will code the child as NS or Not scheduled to note present for the duration of the quarantine.
- At the end of the quarantine period, family services staff will contact appropriate staff to determine if services were provided to each child during quarantine.
- For any child who did not access education services, family services staff will change the child's attendance to:
 - A for Absent
 - Absence Reason- COVID 19

For the **DISTRICT** attendance records, follow the guidelines given by your district.

Attendance Documentation Chart

Course Option	Who	When	Present or participates	Absent	Absent Reason
Virtual Option is no longer an option at this time.					
Class Site or District is in temporary quarantine	ERSEA Coordinator	Upon notice of quarantine	NS= not scheduled (This has been defined by our program as meaning present virtually)	At the end of quarantine, ERSEA coordinator will change to <ul style="list-style-type: none"> • Absent If the child did NOT receive any services.	COVID 19
Individual Student quarantine	Family Service Staff	Upon notice of individual child quarantine	NS= not scheduled (This has been defined by our program as meaning present virtually)	At the end of quarantine, family services staff will change to <ul style="list-style-type: none"> • Absent If the child did NOT receive any services.	COVID 19

Attendance Plan Flow Chart

Family services staff can only follow up when attendance is taken in a timely manner.

Event	Response	Responsible Staff	Timeline	Child Plus Entry	Follow Up Drop Down
No call, no show within an hour	Contact Parent (leaving messages isn't contact)	Family Services Staff	Immediately	Family Services Staff: As a follow up	No Call
2 Consecutive absences, no call or no show	Contact Parent Home Visit Not during COVID if necessary	Family Services staff	By the end of the 2 nd day, preferably in the morning	Family Services Staff: As a follow up	Miss 2 Consecutive Days/No Call
5 Day absences	Individual Success Plan with parent	Family Services Staff	Within 3 days after 5 th absence	Family Services Staff: As a follow up *Attach Success Plan	Miss 5 days
10 Day absences	Discussion/meet with Parent	Teacher	Within 3 days of 10 th absence	Teacher As a follow up	10 Day Teacher Conversation
15 Day absences	Give 22029b Report to Principal/Director	Family Services Staff	Within 3 days of the 15 th absence	Family Services Staff: As a follow up	Miss 15 day <ul style="list-style-type: none"> • Enter what the Principal/Director determined is the next step. Example: Per Mrs. Rich, we will.....
After 15 days					Principal/Director must monitor absences thoroughly and determine if the child is benefiting the program, especially if absences continue. Include ERSEA coordinator and Family Services Coordinator in discussion.

****** Important-Once a child has missed 15 days, the director/principal must determine if the child is benefiting from the program.**

This process is for Head Start. Please follow any and all expectations set at the district or site.

Updated 7-29-2021

To enter a follow up

1. Go to services.
2. Select child
3. Along the ribbon, choose " Attendance"
4. About half way down the following screen will pop up.

▼ Attendance Follow-Up

Staff Responsible for Attendance Alerts

Due Date	Days Left	Follow-Up	Responsible Staff	Completed	Notes
8/10/20	Past Due		<input type="text"/>		
8/06/20	Past Due	Miss 10 Days			
8/06/20	Past Due				
8/06/20	Past Due				

[Add Follow Up](#) [Delete Follow Up](#)

▼ Attendance Details

5. Click add follow up
6. Due date will default to the date of entry
7. Drop down under Follow Up: pick the appropriate one
8. Responsible staff: choose your name from the drop down
9. Under completed, put the date of completion (generally the same day as the due date)
10. Make notes as appropriate. Especially on 15 day, what the principal/director determined as the next step.

Types of follow up:

ft	Follow-Up	Responsible Staff
e		
day		
day	10 Day Teacher Conversation	
	Chronic Absence-10% of School Days	
	Miss 10 Days	
	Miss 15 Days	
	Miss 2 Consecutive Days/No Call	
ils	Miss 5 Days	
	No Call	
en	Teacher Courtesy Call	atte
9/15 60		
5/6 100		
one		
one		
per day		
		Sho
Attendance	Absence Reason	B A L P S Arrive

Updated 7-29-2021

Notes

Documentation: This is the minimum documentation required. Anytime a teacher, IA, FSA, or principal has a conversation with a parent about attendance, it can and should be documented.

Teacher Courtesy Call- Can be used for follow ups outside of the ones required.

Chronic Absence 10%- Can be used for principal/director calls if applicable.

COVID- COVID days will not count when it comes to 5, 10, 15 and events. If a family says they will be out for 10 days due to COVID, you won't count those toward 5, 10, and 15 day events. A plan won't be made due to COVID. Example: a kiddo is absent 3 days, then gets COVID, the 4th absence for the plan won't be until the next absence after COVID return.

Reports: Family Services Staff will run # 2029b (enter days over 5) reports AT LEAST once a week and inform teachers of 10 day needs and principal/directors of 15 day needs.

Overall Theme for Attendance

Keep it positive.

Instructional staff: Find ways to keep students engaged or excited about what is going to happen in the next day of class. Make each child feel welcome.

Family Services Staff: Find a way to promote positive attendance such as:

- Bulletin board for 95% to perfect attendance
- Send out in DoJo, Remind, Learning Genie that Mrs. _____ class had 95% attendance this week.
- Use signs in front of building.
- Have an attendance parade 1 x per month for 95% to 100% attendance.

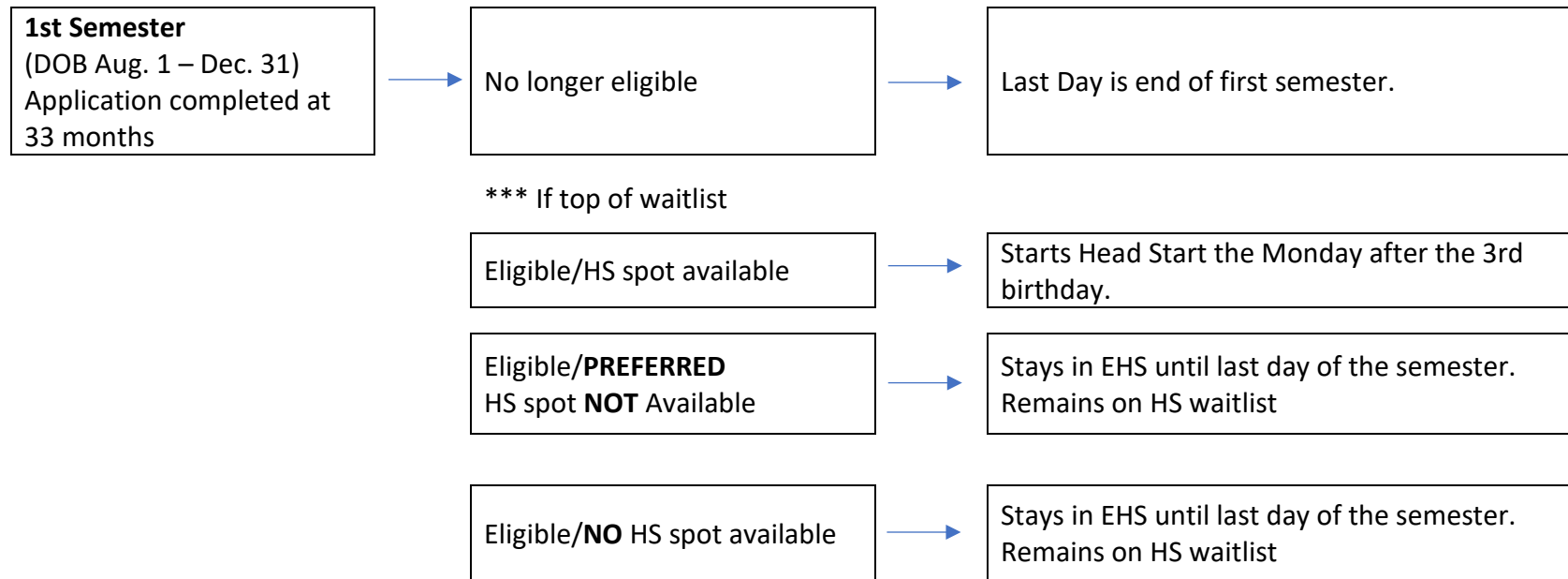
Documents for Verifying Eligibility

	Acceptable Documents	Unacceptable Documents
Age	Birth certificate - <u>must have</u> for school classrooms and collaborations. Verification of birth facts Immunization record Hospital record Affidavit of Birth Medicaid card Insurance card	Written statement from relative or parent
Income	Income tax return W-2 forms Self-determination statement Check stubs (cover a month) <ul style="list-style-type: none"> • Over Time pay if fixed and/or regular occurrence • Hazardous pay if fixed and/or regular Letter from employers Documentation of SSI or bank statement (if unable to obtain SSI letter) Unemployment Verification Letter Financial Aid (Grant/Scholarships) Child Support (received for any child in family) Social Security Benefits (Retirement/Death) Third Party Letters of Support TANF Benefit Award Letter	Income tax return must be most current year
Disability Documentation	Head Start - Individual Education Plan (IEP) Early Head Start - Individual Family Service Plan (IFSP)	Therapy Plans/Measurable Goals Progress notes Referrals
Foster Care/CPS Placement	Foster Care: 2085 form Copy of Foster Care payment Written documentation from Welfare agency CPS Placement: Kinship Care Court orders	Written statements from relative or parent
Experiencing Homelessness	Shelter letter Self-determination statement Non-Accompanied youth statement added to Homeless verification form McKinney Vento Verification form School district homeless verification	
COVID Related	Hazard Pay (if COVID 19 related do not include) If the family lost the job due to COVID, don't count the first \$10,200 of unemployment income.	COVID Stimulus check CARES Act Stimulus payments Don't count overtime due to COVID that significantly increased the family's income- get guidance from ERSEA staff. Recovery rebates (refundable tax credits paid in advance) Emergency unemployment compensation Return to work pay (not regular or fixed)

**Early Head Start Transition
Flow Chart - Cleveland**
Regulation Reference: CFR: 1302.70

1st Semester – Use Report 2025, enrolled, name, age, birthday

If the child has disability, contact Disability Specialist to make sure all ECI information is collected and analyzed.
All applications for Head Start completed when the child is 33 months.



When transitioning to Head Start first semester, if the birthday is after Sept. 1, must enroll child into a classroom that is **NOT AN AISD classroom.**

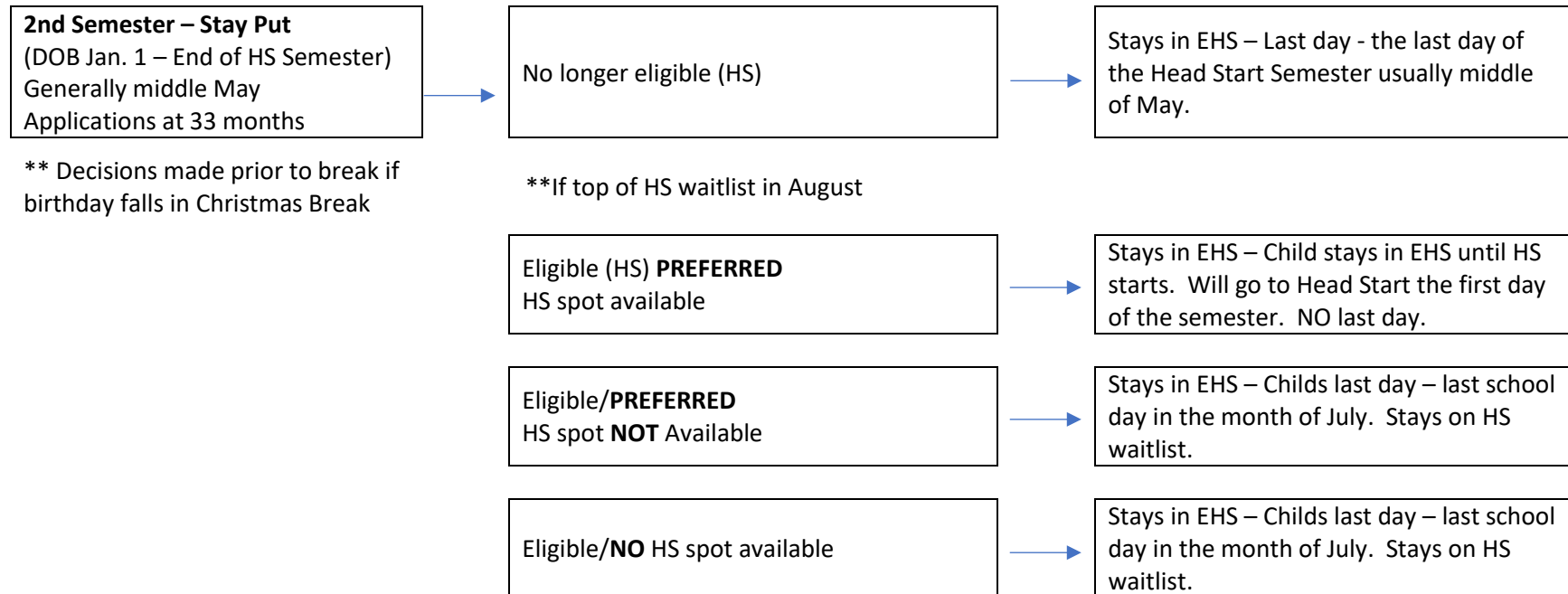
***** If parent does not complete the application for Head Start after multiple attempts to schedule, the child's last day will be End of Semester in December.**

Early Head Start Transition Flow Chart - Cleveland

Regulation Reference: CFR: 1302.70

2nd Semester

If the child has disability, contact Disability Specialist to make sure all ECI information is collected and analyzed.
All applications for Head Start completed when the child is 33 months.



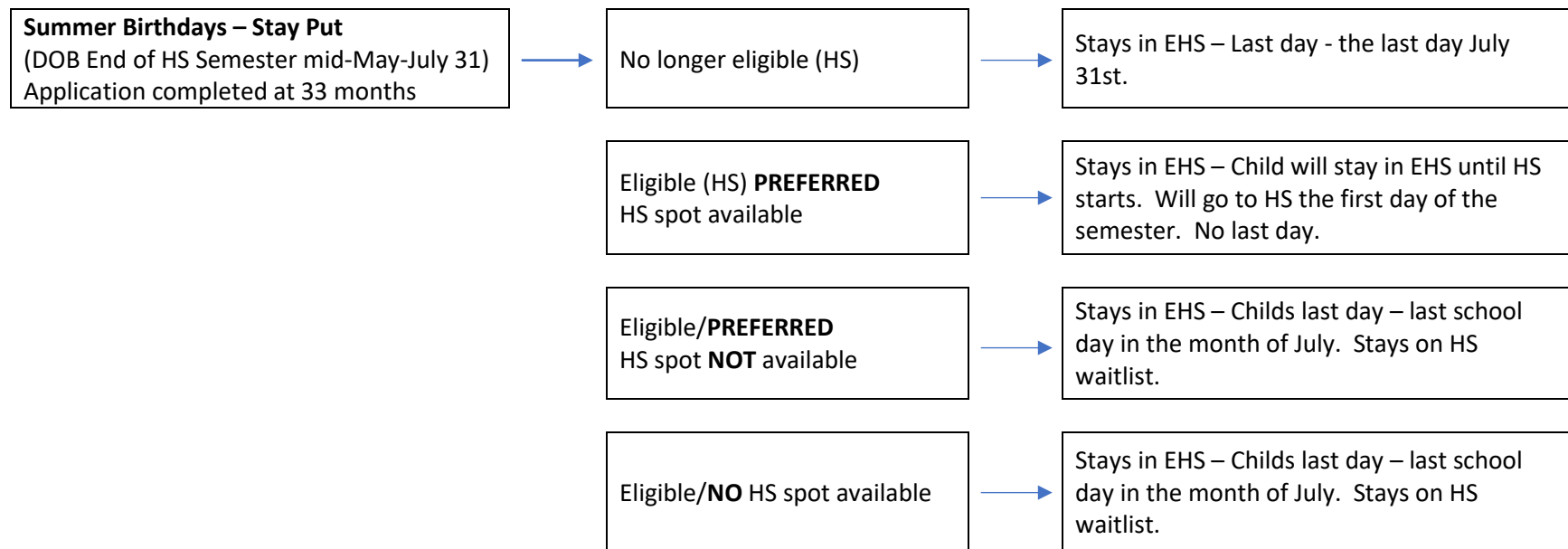
When staying in Early Head Start until May due to no longer begin eligible, it is imperative that parent is aware that if their financial or family situation changes after the application is complete (ex. Now homeless, job loss, loss of income, child newly diagnosed with a disability), contact FSA to update with new information because this could impact Head Start eligibility.

***** If parent does not complete the application for Head Start after multiple attempts to schedule, the child's last day will be End of Head Start Semester in May.**

**Early Head Start Transition
Flow Chart - Cleveland**
Regulation Reference: CFR: 1302.70

Summer

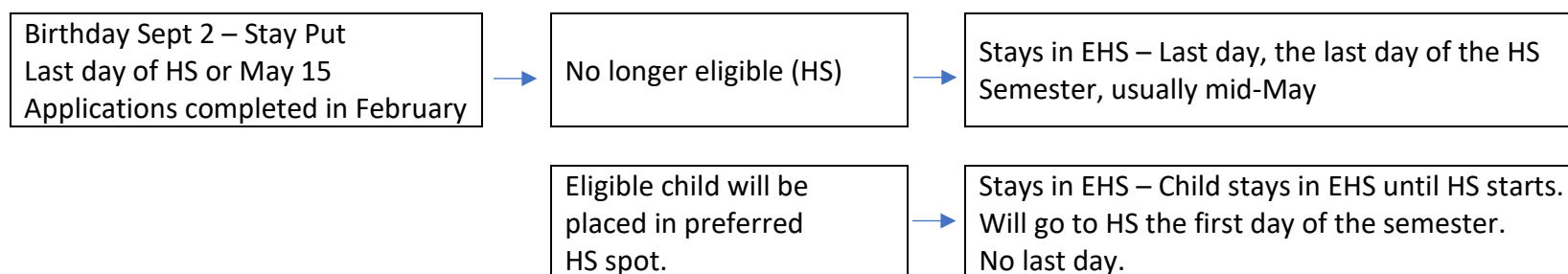
If the child has disability, contact Disability Specialist to make sure all ECI information is collected and analyzed.
All applications for Head Start completed when the child is 33 months.



***** If parent does not complete the application for Head Start after multiple attempts to schedule, the child’s last day will be last school day in the month of July.**

**Region 16 Education Service Center
Early Head Start
Transition Flow Chart- Cleveland
1st and 2nd Semester**

If the child has a disability, contact the Disability Specialist to make sure all ECI information is collected and analyzed.
All applications for Head Start completed when the child is 33 months.



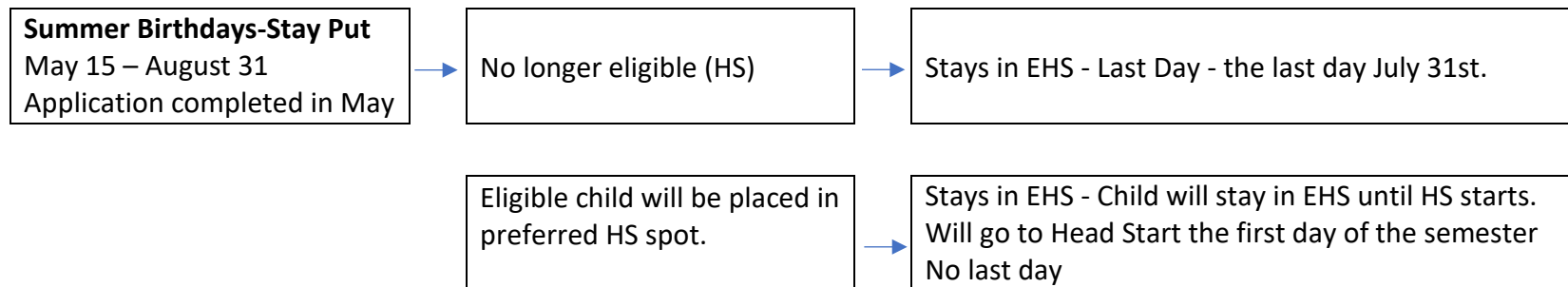
When staying in Early Head Start until May due to no longer being eligible, it is imperative that the parent is aware that if their financial or family situation changes after the application is completed, (ex. now homeless, job loss, loss of income, child newly diagnosed with a disability), the parent contacts the FSA to update with new information because this could impact Head Start eligibility.

***** If the parent does not complete the application for Head Start after multiple attempts to schedule, the child's last day will be End of Head Start Semester in May. *****

**Region 16 Education Service Center
Early Head Start
Transition Flow Chart- Cleveland -Summer**

If the child has a disability, contact the Disability Specialist to make sure all ECI information is collected and analyzed.

All applications for Head Start completed when the child is 33 months.



******* If the parent does not complete the application for Head Start after multiple attempts to schedule, the child's last day will be the last school day in the month of July. *******

21-22 Eligibility Training Procedure:

Region 16 Board of Directors and Policy Council trained within 180 days of the beginning of term.

Staff	New Program Date	Trained by	When	Staff who miss or are hired later
Region 16 Board of Directors	September 1 yearly	Director of Direct Services	August or September Board Meeting	Trained Electronically via Edu Hero
Policy Council	July 1 yearly	ERSEA Coordinator or designee	1st Policy Council Meeting of the Program Year	Trained electronically via Edu Hero

Application and Management Staff are trained within 90 days of hire for new hires:
and one time a year there after.

Application Staff	Trained by	When	Staff who are hired later or miss dates
Newly Hired staff	ERSEA Coordinator or designee	June yearly for Early Head Start August yearly for Head Start	Trained Electronically via Edu Hero
Management Staff	ERSEA Coordinator or designee	August Yearly February Yearly	Trained electronically via Edu Hero
Yearly refresher for all application staff	ERSEA Coordinator or designee	August yearly February Yearly	Trained electronically via Edu Hero

Individual Child Attendance Procedures

1302.16 (2)(iv) Use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management as necessary.

FSA's will monitor attendance daily and weekly. Run Child Plus weekly 2029 Sort by classroom, detail, select 5 days.

Event and Who	HS Amarillo	HS Regional	EHS Amarillo	EHS Childcares	Home Base
FSA-When student is absent and parent doesn't call within an hour	After attendance is taken by site designee, the FSA will check Child Plus and call the parent/guardian of "No Calls." FSA will document all attempts to reach parent/guardian in Child Plus as an attendance "Follow Up." Attempts should be made until parent is reached. Home visit if appropriate.	After attendance is taken by site designee, the FSA will check Child Plus and call the parent/guardian of "No Calls." FSA will document all attempts to reach parent/guardian in Child Plus as an attendance "Follow Up." Attempts should be made until parent is reached. Home visit if appropriate.	After attendance is taken by site designee, the FSA will check Child Plus and call the parent/guardian of "No Calls." FSA will document all attempts to reach parent/guardian in Child Plus as an attendance "Follow Up." Attempts should be made until parent is reached. Home visit if appropriate.	After attendance is taken by site designee, the FSA will check Child Plus and call the parent/guardian of "No Calls." FSA will document all attempts to reach parent/guardian in Child Plus as an attendance "Follow Up." Attempts should be made until parent is reached. Home visit if appropriate.	HE will enter attendance in Child Plus and call "No Calls" parent/guardian to check on child and schedule make-up visit; document in child plus under attendance tab
FSA-When a student misses 2 consecutive days no call /contact	FSA will conduct a home visit or make other direct contact with the child's parent/guardian. Document in Child Plus as a "Follow Up."	FSA will conduct a home visit or make other direct contact with the child's parent/guardian. Document in Child Plus as a "Follow Up."	FSA will conduct a home visit or make other direct contact with the child's parent/guardian. Document in Child Plus as a "Follow Up."	FSA will conduct a home visit or make other direct contact with the child's parent/guardian. Document in Child Plus as a "Follow Up."	HE/parent complete Family Home Visit Success Plan; document in child plus; file in home-based student notebook
FSA- When a student misses 5 days (may or may not be consecutive)	FSA will make a phone call to or have a conversation with the parent/guardian to discuss child's absences and barriers related to attendance. Document in Child Plus as "Follow Up" Label Miss 5 day.	FSA will make a phone call to or have a conversation with the parent/guardian to discuss child's absences and barriers related to attendance. Document in Child Plus as "Follow Up" Label Miss 5 day.	FSA will make a phone call to or have a conversation with the parent/guardian to discuss child's absences and barriers related to attendance. Document in Child Plus as "Follow Up" Label Miss 5 day.	FSA will make a phone call to or have a conversation with the parent/guardian to discuss child's absences and barriers related to attendance. Document in Child Plus as "Follow Up" Label Miss 5 day.	
FSA and Teacher-When a student misses 10 days (may or may not be consecutive)	Teacher and FSA will meet with parent/guardian to complete the Individual Student Success plan. Copy to parent/copy filed in student folder. Document in Child Plus as a "Follow Up" labeled 10 day and upload under attendance as an attachment.	Teacher and FSA will meet with parent/guardian to complete the Individual Student Success plan. Copy to parent/copy filed in student folder. Document in Child Plus as a "Follow Up" labeled 10 day and upload under attendance as an attachment.	Teacher and FSA will meet with parent/guardian to complete the Individual Student Success plan. Copy to parent/copy filed in student folder. Document in Child Plus as a "Follow Up" labeled 10 day and upload under attendance as an attachment.	Teacher and FSA will meet with parent/guardian to complete the Individual Student Success plan. Copy to parent/copy filed in student folder. Document in Child Plus as a "Follow Up" labeled 10 day and upload under attendance as an attachment.	HE/FSS/HB Supervisor will review Family Home Visit Success Plan and begin process to terminate home-based enrollment; document child plus; file in home-based student notebook <ul style="list-style-type: none"> FSS/HB Supervisor notify Coordinator of any child that misses more than 10% of scheduled home visits; Coordinator will review all student documentation and advise
FSA and Teacher-When a student misses 15 days (may or may not be consecutive) Involve principal/director as appropriate at site	Teacher and FSA will meet with parent/guardian to update the Individual Student Success Plan. Copy to parent/copy filed in student folder. Document in Child Plus as a "Follow Up" labeled 15 day and upload under attendance as an attachment. Notify Principal/Director. Complete 15 day Absence Letter.	Teacher and FSA will meet with parent/guardian to update the Individual Student Success Plan. Copy to parent/copy filed in student folder. Document in Child Plus as a "Follow Up" labeled 15 day and upload under attendance as an attachment. Notify Principal/Director.	Teacher and FSA will meet with parent/guardian to update the Individual Student Success Plan. Copy to parent/copy filed in student folder. Document in Child Plus as a "Follow Up" labeled 15 day and upload under attendance as an attachment. Notify Principal/Director. Complete 15 day Absence Letter	Teacher and FSA will meet with parent/guardian to update the Individual Student Success Plan. Copy to parent/copy filed in student folder. Document in Child Plus as a "Follow Up" labeled 15 day and upload under attendance as an attachment. Notify Principal/Director.	
Family Service Specialists Monthly Role-Review child attendance	Work with FSA to complete Classroom attendance analysis. Completes the Campus Attendance Analysis by the 15 th of each month.	Work with FSA to complete Classroom attendance analysis. Completes the Campus Attendance Analysis by the 15 th of each month.	Work with FSA to complete Classroom attendance analysis. Completes the Campus Attendance Analysis by the 15 th of each month.	Work with FSA to complete Classroom attendance analysis. Completes the Campus Attendance Analysis by the 15 th of each month.	FSS/HB Supervisor/Admin Run reports Meet; identify at risk students, discuss strategies for parents

LEA's will follow all local policies and procedures. HS procedure is in place to support LEA. If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance. If the child's attendance does not resume, then the program must consider that slot vacant. Students may not be withdrawn due to lack of attendance without Director of Direct Services approval.

PROCEDURE

REGION 16 EDUCATION SERVICES CENTER

Head Start/Early Head Start

Subject: Program Attendance	Section: ERSEA
Program: Head Start/Early Head Start	Date Revised: April 12, 2022
Regulation Reference:	45 CFR Part(s): 1302.16 (a)(3)(b)

If a programs monthly average daily attendance rate falls below 85%, the program must analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate.

The Administrative Attendance Team consists of the Coordinator from ERSEA, Education, and Family Service. For sites that serve multiple ages, child attendance will be analyzed by the Administrative Attendance team in March for HS. The Administrative Attendance Team will bring major concerns to DSL.

Program attendance will be monitored as follows:

1. The HS/EHS designated Administrative Assistants (AA) will run monthly reports on or before the 5th of the month to check for attendance percentage. Part of this process is making sure sites are marked closed when appropriate and utilizing report 2305 to confirm that attendance was taken daily for the prior month. The AA will also confirm that absences have an absence reason.
2. The Designated AA will generate 2301 for EHS, HS, total combined, and 2320 with follow up and follow up notes included on the 5th of each month to determine which program(s) have attendance below 85%.
3. The HS & EHS data entry staff will save reports 2301 and 2320 on the X-Drive under attendance and email the DSL team and Family Services Specialists (FSS) that the reports are saved

By the 10th of each month, the FSS will update the Attendance Data Collection Spreadsheet.

1. For EHS, children will be added to the spreadsheet who have missed 20 days or more.
2. For HS, children will be added to the spreadsheet who have missed 15 days or more.
3. The FSS will complete and update the absence reason and make comments on the collection sheet as appropriate.

On the 20th of each month:

1. If a program falls below 85%, the individual sites below 85%, will be reviewed by the Administrative Attendance team. The Director/Principal will be contacted by the ERSEA Coordinator based on data and decisions made in this meeting.
2. For children who have chronic absences, EHS between 30 and 40 and HS between 20 and 35, the Administrative Attendance team will analyze and make recommendations for those children. The ERSEA Coordinator will contact the Director/Principal to discuss individual children.
3. Region 16 strategy letters will be created by this team and sent to appropriate parents

Documentation of conversations with Director/Principal:

1. Campus information will be documented in management/attendance follow up.
2. Individual child information will be documented on the child's follow up in the data management system and on the Attendance Data Collection sheet in comments.

PROCEDURE

REGION 16 EDUCATION SERVICE CENTER Head Start/Early Head Start

Subject: Withdrawing/Dropping a Child	Section: ERSEA
Program: Head Start/Early Head Start	Date Revised: November 16, 2020
Regulation Reference:	45 CFR Part(s): 1302.16(3)

1. When a staff member becomes aware of a child withdrawing/dropping from the Head Start/Early Head Start program, the appropriate administrative assistant will be notified immediately.
2. The appropriate administrative assistant will complete the withdrawal information on the data management system and send notice to all appropriate staff.
3. Upon notice that a child has dropped from the Head Start/Early Head Start program for reasons other than moving, an ERSEA team member will provide a follow up phone call to the parent/guardian within 3 days.
4. An ERSEA team member will discuss any parent concerns with the parent.
5. The ERSEA team member will make an attempt to re-engage the child.
6. The ERSEA team member will document results in the data management system.
7. If the parent/guardian cannot be reached, the ERSEA team member will make 3 attempts before ceasing.
8. All attempts to reach the parent/guardian will be documented in the data management system.
9. The child's folder will be maintained for eight years.