

**HEAD START/EARLY HEAD START
ERSEA POLICIES**

(Eligibility, Recruitment, Selection, Enrollment, Attendance)

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REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject:	Absentee Follow-up	Section:	Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)
Program:	Head Start/Early Head Start	Date Revised:	January 17, 2018
Policy Council Approval:	January 24, 2018		

Regulation Reference: 45 CFR Part(s): 1302.16,
1302.22 1(i)(ii), 2(i)(ii), 3(i)(ii)(d)

Policy:

The Head Start/Early Head Start program keeps track of absenteeism in order to ensure maximum benefits to enrolled children and to ensure the child's well-being.

Procedure:

Parent Handbook/Policies state when a child is absent, the following steps are taken.

1. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being.
2. Family services staff will check attendance weekly.
3. Student attendance reports will be reviewed and analyzed monthly by the Head Start/Early Head assigned Coordinators.
4. The center administrative assistant will notify the family services assistant, the health aide or the LVN when a child is absent one day.
5. If a student is absent two days, the family services staff, instructional aide or teacher will make a home visit or have direct contact with the parent/guardian to offer support services.
6. Within the first 60 days of program operation and on an ongoing basis thereafter, the use of individual child attendance data to identify children with patterns of absences 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.
7. If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance. If the child does not resume, then the program must consider that slot vacant.
8. If absence from the classroom continues, and every effort to resolve issues hindering the child's attendance has been made, the Head Start/Early Head Start Director of Direct Services may consider the child's slot an enrollment vacancy.
9. If the parent cannot be found, or home is vacant, then the child may be withdrawn with approval from the Data Management Assistant.
10. The Head Start program will follow local established attendance school policies for regional center and community based Head Start programs.

Absentee Follow-up

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11. The Early Head Start program will follow local established attendance child care center policies.

HS/EHS Home-Based Program Options

1. Children enrolled in the home-based option should have completed a minimum of 46 home visits and a minimum of 22 GSA's during the year (Early Head Start) or a minimum of 32 home visits and 16 GSA's during the school calendar year (Head Start).
2. Whether the home educator or the family cancels a scheduled visit, and a GSA has been cancelled, a "make-up" home visit and GSA must be rescheduled to take place.
3. The areas for learning, playing, sleeping, toileting, preparing food, and eating in facilities used for GSA's must meet the safety standards.
4. Medical or social service appointments may not replace home visits or GSA's.
5. If a family is absent three consecutive visits, the home educator will investigate and document their attempts to contact family.
6. If contact cannot be made by phone, the home educator will make a home visit.
7. If the parent cannot be found, or home is vacant then the child will be withdrawn with supervisor approval.
8. In circumstances where chronic absenteeism persists, the child's slot must be considered an enrollment vacancy with supervisor approval.

REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject: Average Daily Attendance **Section:** Eligibility, Recruitment, Selection,
Enrollment, and Attendance (ERSEA)
Program: Head Start/Early Head Start **Date Revised:** January 17, 2018
Policy Council Approval: January 24, 2018

Regulation Reference: 45 CFR Part(s): 1302.16(b)

Policy:

In order to ensure that enrolled children achieve maximum benefit from the Head Start/Early Head Start services, the program tracks the average daily attendance rate.

Procedure:

1. Attendance in the center-based option is recorded in the data management system for each child.
2. The designated assistants compile and print a monthly report that shows the average daily attendance for each center.
3. When the monthly average daily attendance rate in a center-based program falls below 85%, the designated assistants notify the assigned coordinator.
4. The assigned coordinator will send an email to the appropriate center staff notifying them of the attendance rate below 85% and prompting them to complete the required attendance analysis and follow-up.
5. The center staff members will study the pattern of absences for each child, including the reasons for absences (for example: child illness, bad weather, parent vacations, etc.) as well as the number of absences that occur on consecutive days. Follow-up documentation is entered into the data management system by the family services staff or Early Head Start teacher. Staff that has provided the follow-up will provide the coordinator with the appropriate documentation to be filed.
6. When they do not conflict with the Head Start Performance Standards, the Head Start/Early Head Start program will follow the local established school or child care center policies in addition to the ones listed above.

REGION 16 EDUCATION SERVICE CENTER

Head Start/Early Head Start

Subject: Daily Attendance Records for Children **Section:** Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)
Program: Head Start/Early Head Start **Date Revised:** March 25, 2019
Policy Council Approval: March 27, 2019

Regulation Reference: 45 CFR Part(s): 1302.16(a)

Policy:

In order to track document enrollments, withdrawals, and attendance for each child, Head Start children, birth to five years old, in the Amarillo program will be signed in and out of the center each day on an appropriate form. Head Start children in public school programs will follow the school district's policy for signing in and out and recording attendance. Head Start and Early Head Start children in contracted childcare centers will follow the childcare center policies.

Procedure:

1. At the start of each day, the teacher will place the classroom attendance form in the designated area.
2. The parent or other responsible person will sign the child in at the beginning of the program day. The parent or other responsible person will sign the child out at the end of the program day. **NOTE: The person who picks up the child must be authorized and must have identification to show the Head Start staff. If an older brother or sister is signing out the child, he/she must be 14 years old or older.**
3. If the teacher does not know the person picking up the child, he/she will ask for photo identification and check the Emergency Contact and Authorized to Pick-up information on the Child Admission form (HS-122A). **Classroom volunteers will not release children.**
4. The teacher will submit the classroom attendance form to the Head Start center office at the end of each day. Classroom staff will enter attendance into the online database.
5. For Head Start programs in Regional school districts, the Head Start staff will follow the local school district policy for daily attendance records and proper release of children.
6. Early Head Start programs in collaboration with child care centers will follow the center policies and Day Care Minimum Standards on signing children in and out of the program.
7. For all sites, classroom staff will enter attendance into the data management system daily.

Region 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject: Eligibility and Recruitment Training	Section: Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)
Program: Head Start/Early Head Start	Date Revised: November 11, 2020
Policy Council Approval: November 18, 2020	

Regulation Reference: 45 CFR Part(s): 1302.12(m)

Policy:

The Head Start and Early Head Start program must train all governing body, policy council, management, and staff who determinable eligibility on applicable federal regulations and program policies and procedures.

The Director of Direct Services, ERSEA Coordinator and/or designee will train all governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures.

- Staff members who take applications, interview parents and/or determine eligibility must complete annual training.
- Newly hired staff members who interview parents and/or determine eligibility must complete training within 90 days of hire and annually thereafter.
- Newly hired management staff must complete training within 90 days of hire and annually thereafter.
- Newly elected Education Service Center (ESC) board or policy council members must complete training within 180 days of the beginning of their term; board will be trained annually thereafter.
- All employees working for Head Start and/or Early Head Start will be trained on eligibility annually.

Eligibility Training will include:

1. How to collect complete and accurate eligibility information from families and third-party sources.
2. Strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and
3. An explanation of the actions taken against staff, families, or participants who intentionally attempt to provide or provide false information.

Staff, families, or participants who intentionally attempt to provide or provide false information will face appropriate administrative action which may include termination from the program.

Recruitment Training:

1. Is for any staff member that will be recruiting (Family Services staff, ERSEA team members, Home Educators, Directors, and Region 16 management team).
2. Recruitment training for Head Start and Early Head Start staff members will be offered in March of each year.

Eligibility and Recruitment Training

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3. Training will include:
 - a. Definition of recruitment
 - b. Information from the Community Assessment to guide recruitment in each community.
 - c. Information about building relationships with organizations and community partners to refer children to Head Start.
 - d. Routine, recruitment expectations for responsible staff at each site.
 - e. Recruitment expectations for responsible staff at sites that are under enrolled.

Training records:

Ongoing records of eligibility training for staff will also be filed.

Region 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject:	Eligibility	Section:	Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)
Program:	Head Start/Early Head Start	Date Revised:	November 11, 2020
Policy Council Approval:	November 18, 2020		
Governing Body Approval:	January 15, 2021		

Regulation Reference: 45 CFR Part(s): 1302.12

Policy:

The Head Start and Early Head Start program will ensure it is meeting the needs of eligible children or pregnant women before serving over-income children or pregnant women.

Program staff must:

- Conduct an in-person interview with each family
- Verify information as required; and,
- Create an eligibility determination record for enrolled

Program staff may interview the family over the telephone if an in-person interview is not possible or convenient for the family.

1. Prospective families interested in Head Start/Early Head Start are required to complete an application; provide proof of income for all individuals in the family, provide proof of age for the child. Due to Local Education Agency (LEA) partnerships, family must meet and provide documents as required by the district of residency.
2. ERSEA, Home Educator, or Family Services Staff will review the application, income, proof of age, and proof of residency with each family in person or by telephone.
3. The staff member who verified information will sign the electronic eligibility verification form to certify that the child is eligible to participate in the program.
ERSEA, Family Services Staff, or Home Educator cannot take applications for friends, school district personnel, or family members to protect confidentiality, to promote fairness, and to avoid any concerns of favoritism regarding selection of children for the program.
4. ERSEA Coordinator will determine yearly the date for accepting the upcoming program year's applications and closing of the current year's applications in the data management system.

Age Requirements:

1. Early Head Start - except when the child is transitioning to Head Start, a child must be an infant or toddler younger than three years old.
If a child is newly enrolled at 30 months of age or older, the transition process must be started immediately and ERSEA team member will share with parent that the child will be transitioning by 36 months. Since a new application is required and Head Start slots may not be available, this may mean, leaving the program on the child's third birthday.

Eligibility

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2. Head Start - a child must be at least 3 or 4 years old on or before September 1st, the principal at each site will determine if they will accept children not within the above guidelines.

Eligibility requirements:

1. A pregnant woman or a child is eligible if:
 - a. The family's income is equal to or below the poverty guideline; or,
 - b. The child is homeless
 - c. The child is in foster care
2. A child whose family's income is more than the poverty line may be eligible if the child has a disability as identified by the district for Head Start or Early Childhood Intervention for Early Head Start.

Verifying Age:

1. Age must be verified for each child.
2. When the child is part of the LEA partnership, the age must be verified by the district's guidelines, generally this is a birth certificate.
3. Early Head Start/Head Start children must meet the childcare licensing guidelines for center-based children.
4. Pregnant women do not have to provide age documentation.

If acquiring the age verification presents a barrier to the family, then staff will refer the family to a community resource.

Verifying eligibility:

1. When determining eligibility for families, documentation must be provided for the relevant time period as defined in 1305.2:
 - a. The 12 months preceding the month in which the application is submitted; or
 - b. During the calendar year preceding the calendar year in which the application is submitted.
 - c. Or whichever more accurately reflects the needs of the family at the time of the application.
2. The family income must be verified by the staff member taking the application or the designated ERSEA team member before determining that a child is eligible to participate in the program.

Income is defined as gross cash income and includes:

- earned income
- military income
- veteran's benefits
- social security benefits
- unemployment compensation
- public assistance

Eligibility

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3. Averaging pay stubs or pay envelopes may be necessary when income varies on each stub or envelope. Income is calculated to gain an average for the relevant time period in the following manner:
 - a. Weekly (average of stubs) multiplied by 52
 - b. Every two weeks average of stubs multiplied by 26
 - c. Twice a month average of stubs multiplied by 24
 - d. Monthly average multiplied by 12

Public Assistance - Family receiving TANF or SSI need to provide verification of receiving the assistance on an ongoing basis.

Foster care - To verify whether a child is in foster care, the program accepts either a court order or other legal or government issued document, a hand written statement from a government child welfare official that indicates the child is in foster care or proof of a foster care payment.

Homeless and Public Assistance - Families who receive public assistance who are also determined to be homeless or foster, do not need proof of further income.

Consent to reach out to a third party - If it is necessary to contact the employer, public assistance, or other agency to assist verifying information for the parent/guardian to verify eligibility, signed consent must be given.

Eligibility Duration

Head Start

A child remains income-eligible through the current enrollment year and the immediately succeeding enrollment year except for a child who is enrolled as over income. The family must submit new income information with a new application to be considered for enrollment the following year.

Early Head Start

A child remains income-eligible from the current enrollment through transition out of the Early Head Start program. Early Head Start children are not automatically eligible for Head Start and must submit new income information with a new application to be considered for enrollment into Head Start.

Disability - If an over income child who initially qualified based on a diagnosed disability is no longer determined to have that disability, then the applicant will have to meet income eligibility requirements to receive services the following program year.

Pregnant Women - Pregnant women remain eligible until the end of 6 weeks after pregnancy. Child then applies using EHS criteria.

Eligibility

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Records:

Eligibility determination records include copies of the documents and consent utilized to determine the participant's eligibility.

1. The documents must be maintained (in data management system or in a locked file) to indicate that correct verification and calculations were used.
2. All documentation regarding interviews and efforts to verify eligibility are maintained in a file or on the data management system.
3. Records are maintained for the appropriate amount of time as determined by the Region 16 Education Service Center record retention policies.

Application - An application is moved from new to complete by an ERSEA team member when, documentation of child's date of birth, income, TANF, SSI, foster status, or homeless status (as applicable) are submitted and filed with the application.

- a. For the LEA documentation of child's date of birth must be the birth certificate.
- b. Eligibility documents will be kept for each participant.

REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start

Subject:	Enrollment	Section:	Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)
Program:	Head Start/Early Head Start	Date Revised:	November 11, 2020
Policy Council Approval:	November 18, 2020		
Governing Body Approval:	January 15, 2021		

Regulation Reference: 45 CFR Part(s): 1302.15

Policy:

The Head Start and Early Head Start programs must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.

Funded Enrollment:

1. Region 16 Head Start maintains funded enrollment by filling vacancies as soon as possible. Vacancies are filled within 30 days.
 - a. Family Service Assistants, ERSEA team member, or Home Educator will fill vacancies that occur from the waiting list immediately but not longer than 30 days.
2. Children transition out of Early Head Start at the age of three. (See Education)
3. Head Start classes only: By May 1st, the ERSEA team members will fill enrollment slots up to 100% utilizing the priority list to indicate need.
 - a. If a classroom for four-year-old children does not have enough eligible four-year-old children by July 31st to fill up to 100% of enrollment slots, eligible three-year-old children will not be placed in the open enrollment slots until the middle of August with prior principal approval.
 - b. Sites may request that three-year-old children be placed in open enrollment slots before August, if the site has completed applications on all four-year-old children and there are no additional eligible four-year-old.
4. Children will be enrolled in order of greatest need from the priority list. Any enrollment exception from the priority list requires detailed documentation and an approval from the Director of Direct Services.
5. Child Entry (Start) Date:
 - a. Center based option - the first day the child attends will be considered date of entry.
 - b. Home based option - the date of the first home visit will be considered date of entry.
6. September 1st, rule for Head Start:
 - a. A child must be 4 on or before September 1st of the program year to enroll in a 4-year-old class unless the principal/director of the site agrees to take children younger than 4 by September 1st.
 - b. A child must be 3 on or before September 1st of the program year to enroll in a 3-year-old class unless the principal/director of the site agrees to take children younger than 3 by September 1st.

Enrollment

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- c. Additional exceptions can be made by the principal, site director or Director of Direct services based on:
 - i. Number of children enrolled
 - ii. Number of children on the waitlist
 - iii. Availability of appropriate ages in the community
 - iv. Children with disabilities as identified by Local Education Agency (LEA)
7. Head Start Classroom make up:
 - a. A classroom that has more 3-year-old children than 4-year-old children is identified as a 3-year-old class.
 - b. A classroom that has more 4-year-old children than 3-year-old children is identified as 4-year-old classroom.
 - c. Class size maximum (space can play a factor)

Age	Full Day Class	Half Day
3-year-old	17	15
4-year-old	20	17

8. Since kindergarten is available in all Texas public schools, children who turn 5 on or before September 1st will not be enrolled in Head Start except for a child who has an Individual Education Program (IEP) and an Admission, Review, and Dismissal (ARD) recommending the child attend another year of preschool.
9. After all income eligible and categorically eligible children have been offered an open enrollment slot, remaining open slots may be offered to a family above the poverty guideline.
 - a. 100-130% of poverty
 - i. Up to 35% of the funded enrollment may be children who fall between the 100% and 130% of poverty.
 - ii. These children will not be offered slots until August to ensure the children who are below the poverty guidelines are accepted first.
 - b. Above 130% of poverty
 - i. Up to 10% of the funded enrollment may be children who are above the 130% of poverty.
 - ii. These children will be accepted after all eligible and 100-130% have been enrolled.
 - iii. The exception for these children would be one who is identified as a child with a disability.
 - iv. To offer an over income slot (not disability), prior approval must be given by the Director of Direct Services.
10. When a vacancy occurs, the Director of Direct Services may reserve one or more vacant slots for:
 - a. Pregnant women
 - b. Children experiencing homelessness
 - c. Children in foster care
 - d. No more than three percent of a program's funded enrollment slots may be reserved.
 - e. If the reserved slot is not filled within 30 days, the enrollment slot becomes vacant.

**REGION 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start**

Subject: Homeless/Foster	Section: Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)
Program: Head Start/Early Head Start	Date Revised: October 16,2019
Policy Council Approval: October 23, 2019	

Regulation Reference: 45 CFR Part(s): 1305, 1302.12(c)(1)(iii)(iv), 1302.14

Policy:

A child is eligible if: The child is homeless, as defined in 45 CFR Part 1305; or homeless children as defined by the McKinney-Vento Homeless Assistance Act; or a child is in kinship care placement and unaccompanied by a parent.

A child is in foster care. 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. 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.

Procedure:

1. If a child is defined as homeless with documentation from a school district and/or Region 16 Homeless Verification Form HS.132, the child will have the appropriate points added to their application and put on the waitlist. A slot will be offered according the ERSEA policy.
2. If a child is defined as foster with documentation from The Texas Department of Family and Protective Services (DFPS) Form 2085, or any other legal documentation verifying foster placement, the child will have the appropriate points added to their application and offered a slot, according to the ERSEA policy.
3. Region 16 Head Start/Early Head Start will use the option to reserve 3% for homeless when necessary and at the discretion of the Director of Direct Services.

Recruitment

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3. Best practice for recruitment is educating people or organizations about the purpose of Head Start and Early Head Start and how a child qualifies.
4. Recruitment expectations:
 - Recruitment happens year-round at all sites.
 - Recruitment for the following program year starts in the spring of the current year. Posters, flyers, and brochures will be given to appropriate staff by the ERSEA team by March of each year.
 - ERSEA team will gather information from each district about registration days for Pre-K students.
5. During registration, at school districts or childcare centers, a family services staff member, ERSEA team member, or other Head Start representative will serve at registration and assist with applications for children via online or face to face interview.

If there are multiple registration conflicts, ERSEA will prioritize and attend based on size of site, need of site, availability of personnel, and prior enrollment data. Family services staff will attend and take applications at registration.

- Sites that do not have enough eligible children prior to June 1st, family service staff or home educator in collaboration with ERSEA coordinator, will determine a plan for recruiting during the summer months for that site.
 - Once the program has started, recruitment continues throughout the year to assist with maintaining a waitlist and filling slots upon vacancy.
 - Staff responsible for recruiting, must have protected time to recruit.
6. When a site or district is not fully enrolled. The family service staff and/or home educator will have protected time to recruit, take applications, and follow up on applications.

	Full Time FSA/HE	Part Time FSA/HE
10% or less	3.5 hours	1.5 hours
11/% -20%	7.5 hours	4 hours
21%-30%	11 hours	5.5 hours
31%-40%	15 hours	7.5 hours
41%-50%	18.5 hours	9 hours

Sites with 30% or more under enrolled, a TEAM approach will be taken to actively recruit for the site.

As determined by the ERSEA coordinator, a team approach consisting of ERSEA team members, family services staff, and home educators is used during the summer months to actively recruit for sites that have previously been under-enrolled.

Selection

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Parent or pregnant woman is on active duty in the military	10
Staff recommendation based on documented medical/special needs with approval from Support Services Coordinator or Assistant Director	20
Between \$5,001 and \$10,000 above poverty	5

Disability priority:

At least 10% of the enrollment slots will be made available for children with disabilities who are determined to be eligible by Individuals with Disabilities Education Act (IDEA) B or C for special education and related services, or early intervention services.

Determining selection with equal points:

Head Start - if all points on an application are equal, the older child, based on birthdate will be selected first. If all points including birthdates are equal, the child whose application was completed at the earliest date with all enrollment documentation completed will be selected first.

Early Head Start - if point values are equal, the child whose application was completed at the earliest date with all enrollment documentation completed will be selected first.

REGION 16 EDUCATION SERVICE CENTER

Head Start/Early Head Start

Subject: Suspension and Expulsion **Section:** Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)
Program: Head Start/Early Head Start **Date Revised:** November 30, 2016
Policy Council Approval: January 25, 2017

Regulation Reference: 45 CFR Part(s): 1302.17

Policy:

Region 16 Education Service Center Head Start/Early Head Start will prohibit or severely limit the use of suspension and will not expel or withdraw a child from the program because of a child's behavior.

Procedure: Suspension and expulsion are prohibited unless the child's persistent and serious challenging behavior becomes a safety issue for the child or other enrolled children.

Suspension:

A temporary suspension must be used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications. The following steps will be taken to determine if a suspension is necessary.

1. The Student Success Team includes education, disabilities, health, behavior, and family services staff. The team will engage with the parents or guardians and utilize appropriate community resources as needed to determine that there is no other reasonable option that is appropriate.
2. If a temporary suspension is deemed necessary by the Student Success Team and all other parties; parents, teachers and/or community resources such as counselors or mental health providers, the team will continue to provide appropriate services. The team will determine the length of time of the suspension.
3. A written plan of action and support will be written and documented by the Behavioral Specialist.
4. The Mental Wellness Specialist will provide follow up through home visits or direct contact with the parents and child. If needed, a referral for services with the parent's consent, which may include mental health services, ECI or a local agency responsible for implementing IDEA will be processed.

The Mental Wellness Specialist will ensure that continued support services are being provided to the parents and child in order to reengage the child back to the classroom.

Suspension and Expulsion

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Expulsion:

When a child exhibits persistent and serious challenging behaviors, the following steps will take place.

1. The Student Success Team will explore and document all possible steps taken to address such problems and facilitate the child's safe participation in the program.
2. The Mental Wellness Specialist will follow up to ensure the appropriate services are provided to the child and family.
3. If an IFSP or IEP has been completed, the disabilities staff will collaborate, with parental consent, with the responsible agency to ensure the child is receiving the needed services.
4. If the child does not have an IFSP or IEP, the disabilities staff will collaborate, with parental consent, with the local agency responsible for implementing IDEA to determine the child's eligibility for services.
5. If, after the program has explored and documented all possible steps taken to address such problems in consultation with the parents, the child's teacher, the agency responsible for IDEA (if applicable), and the Student Success Team, and it is determined that the child's continued enrollment presents a serious safety threat to the child or other enrolled children and determines that the program is not the most appropriate placement for the child, the program will work with agencies to directly facilitate the transition of the child to a more appropriate placement.

**Region 16 EDUCATION SERVICE CENTER
Head Start/Early Head Start**

Subject:	Transfers	Section:	Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)
Program:	Head Start/Early Head Start	Date Revised:	January 9, 2017
Policy Council Approval:	January 25, 2017		

Regulation Reference: 45 CFR Part(s): 1302. Subpart A

Policy:

To maintain consistent and efficient services to families in the Head Start/Early Head Start program, a transfer procedure will be followed when a child needs to transfer between centers or program options.

Procedure:

1. Upon parent's notification of the need to transfer a Head Start/Early Head Start child to another center or program option, the current administrative assistant or family services staff will contact the receiving administrative assistant to confirm center or other program option openings. The child will be placed on the waiting list if there are no available openings.
2. The current administrative assistant or family services staff will inform the parent of available openings at the new center or home base option and obtain the parent's preference.
3. The current administrative assistant or family services staff will email the receiving administrative assistant to inform her of the parent's preference. Transfer students will be ranked according to the Region 16 ESC Head Start/Early Head Start point system with receiving center's wait list to determine timeline for admittance.
4. The current administrative assistant or family services staff will email the current teacher to inform them that the child is transferring.
5. Staff will give the current administrative assistant the appropriate child documents.
6. The current administrative assistant will complete the withdrawal/transfer information on the data management system.
7. The current administrative assistant will send the appropriate child documents to the receiving center.
8. The current administrative assistant will e-mail the withdrawal/transfer notice to appropriate staff.
9. The receiving administrative assistant will enter the enrollment information into the data management system and disperse child documents to appropriate staff.
10. The receiving administrative assistant will email the enrollment/transfer notice to the appropriate staff.