

PROCEDURES

HEAD START/EARLY HEAD START ERSEA

- 1. Acceptable Documents for Verifying Eligibility**
- 2. Campus Attendance Flow Chart**
- 3. EHS Transition Flow Chart**
- 4. Eligibility Training Flow Chart**
- 5. Individual Child Attendance**
- 6. Offering a Slot**
- 7. Online Application**
- 8. Withdrawing-Dropping a Child**

Acceptable Documents for Verifying Eligibility

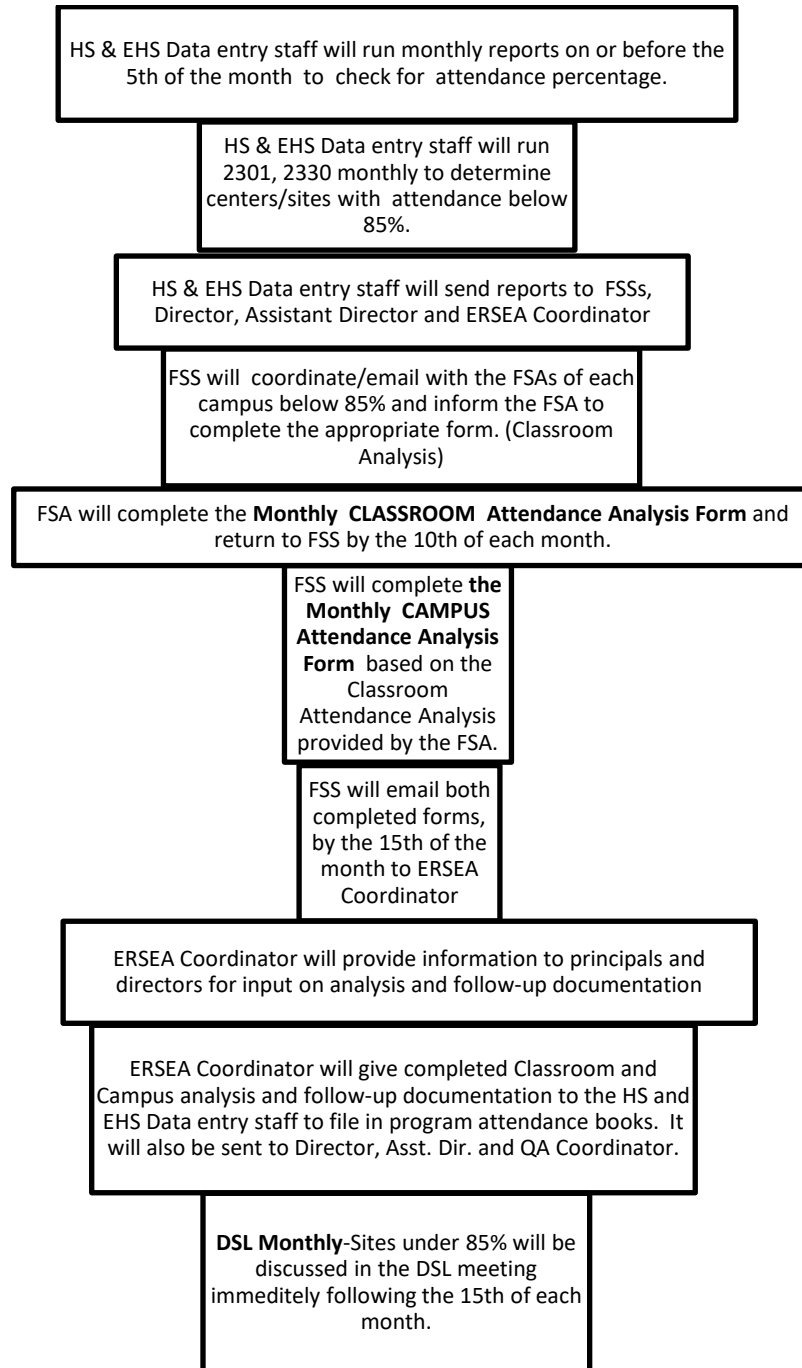
	Acceptable Documents	Unacceptable Documents
Age	Birth certificate - <u>must have</u> for school classrooms and collaborations. Verification of birth facts Immunization record Hospital record Affidavit of Birth Medicaid card Insurance card	Written statement from relative or parent
Income	Income tax return 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	
CARES Act	Hazard Pay (if COVID 19 related do not include) Regular unemployment (do not include \$600 extra for Cares Act)	COVID Stimulus check CARES Act Stimulus payments and the extra \$600 unemployment funds Recovery rebates (refundable tax credits paid in advance) Emergency unemployment compensation Return to work pay (not regular or fixed)

Definition of Family: Family means all persons living in the same household who are supported by the child's parent(s)' or guardian(s)' income; and are related to the child's parent(s) or guardian(s) by blood, marriage, or adoption; or are the child's authorized caregiver or legally responsible party.

Campus Attendance Flow Chart

1302.16(a)(3)(b)

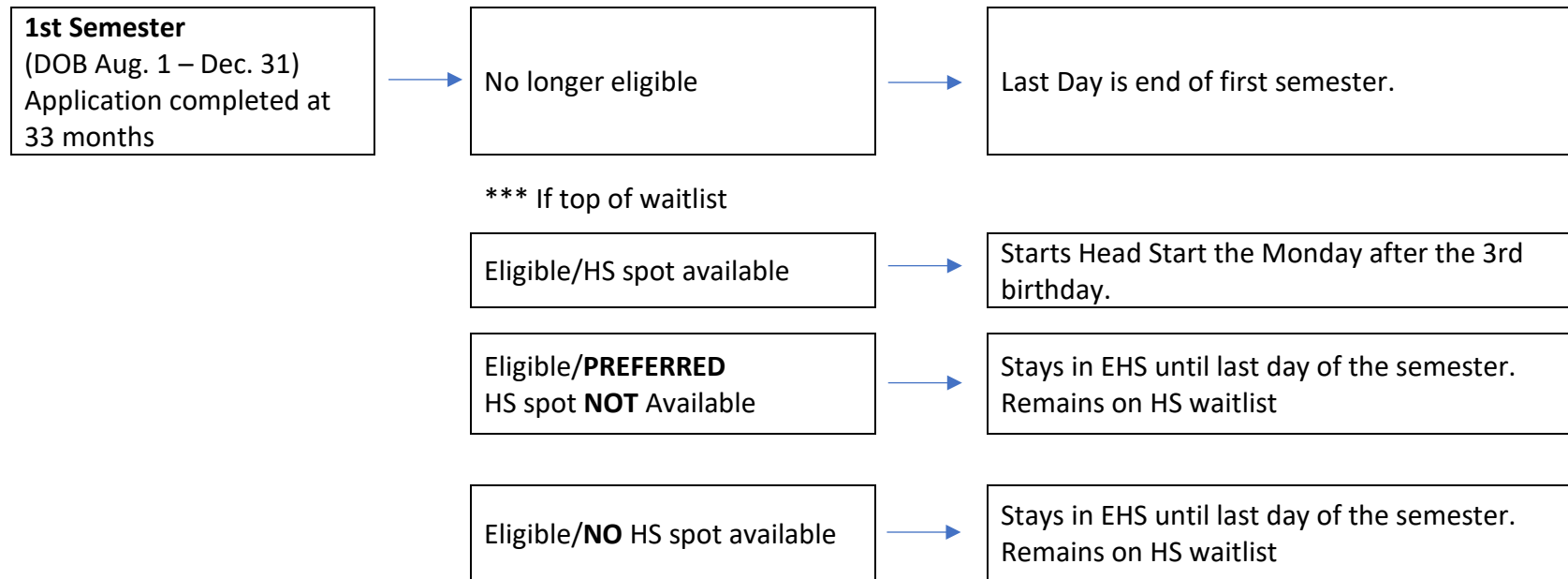
If a programs monthly average daily attendance rate falls below 85 percent, the program must analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate.



**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.**

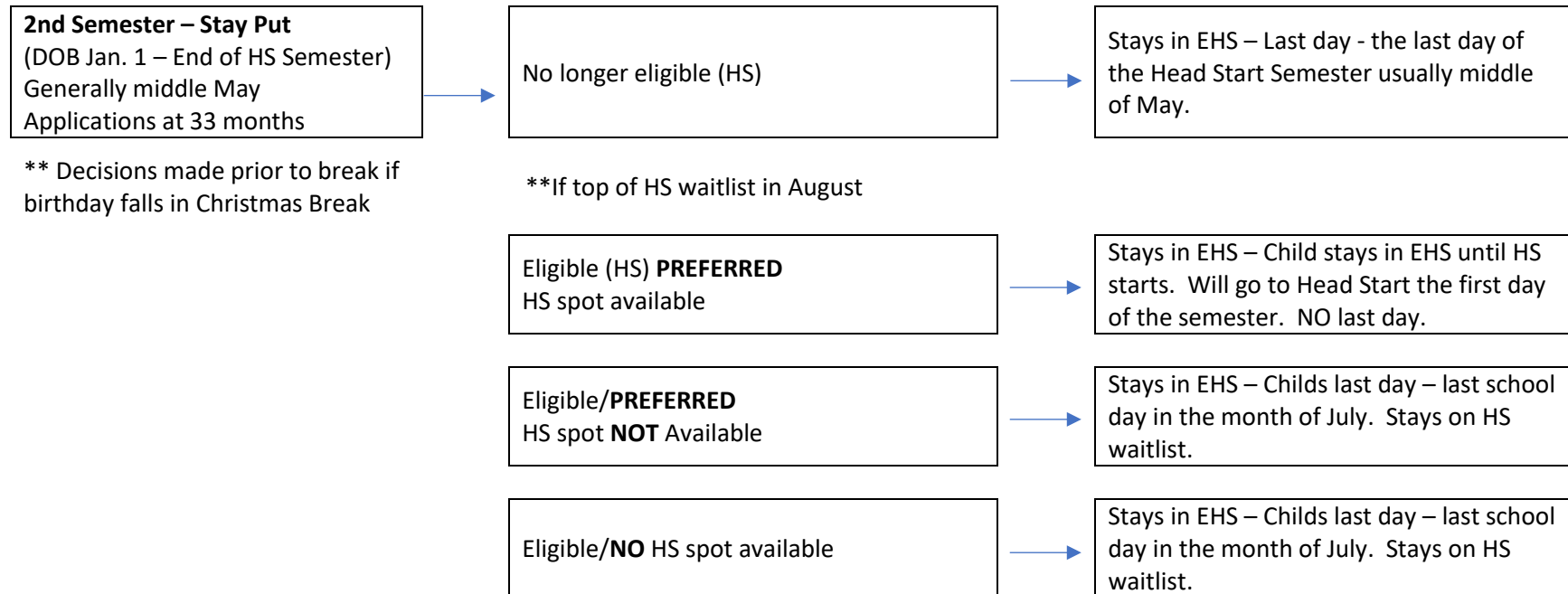
***** If parent does not complete the application for Head Start after multiple attempts to schedule, the child's last day will be End of Semester in December.**

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.



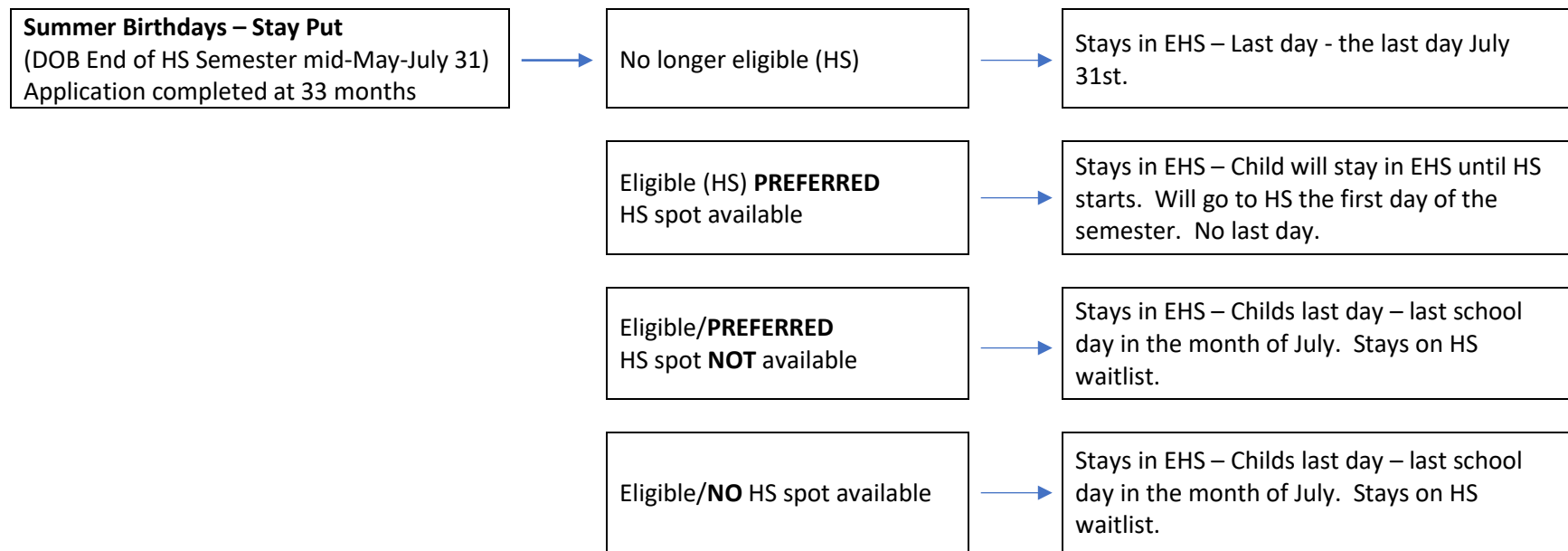
When staying in Early Head Start until May due to no longer begin eligible, it is imperative that parent is aware that if their financial or family situation changes after the application is complete (ex. Now homeless, job loss, loss of income, child newly diagnosed with a disability), contact FSA to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



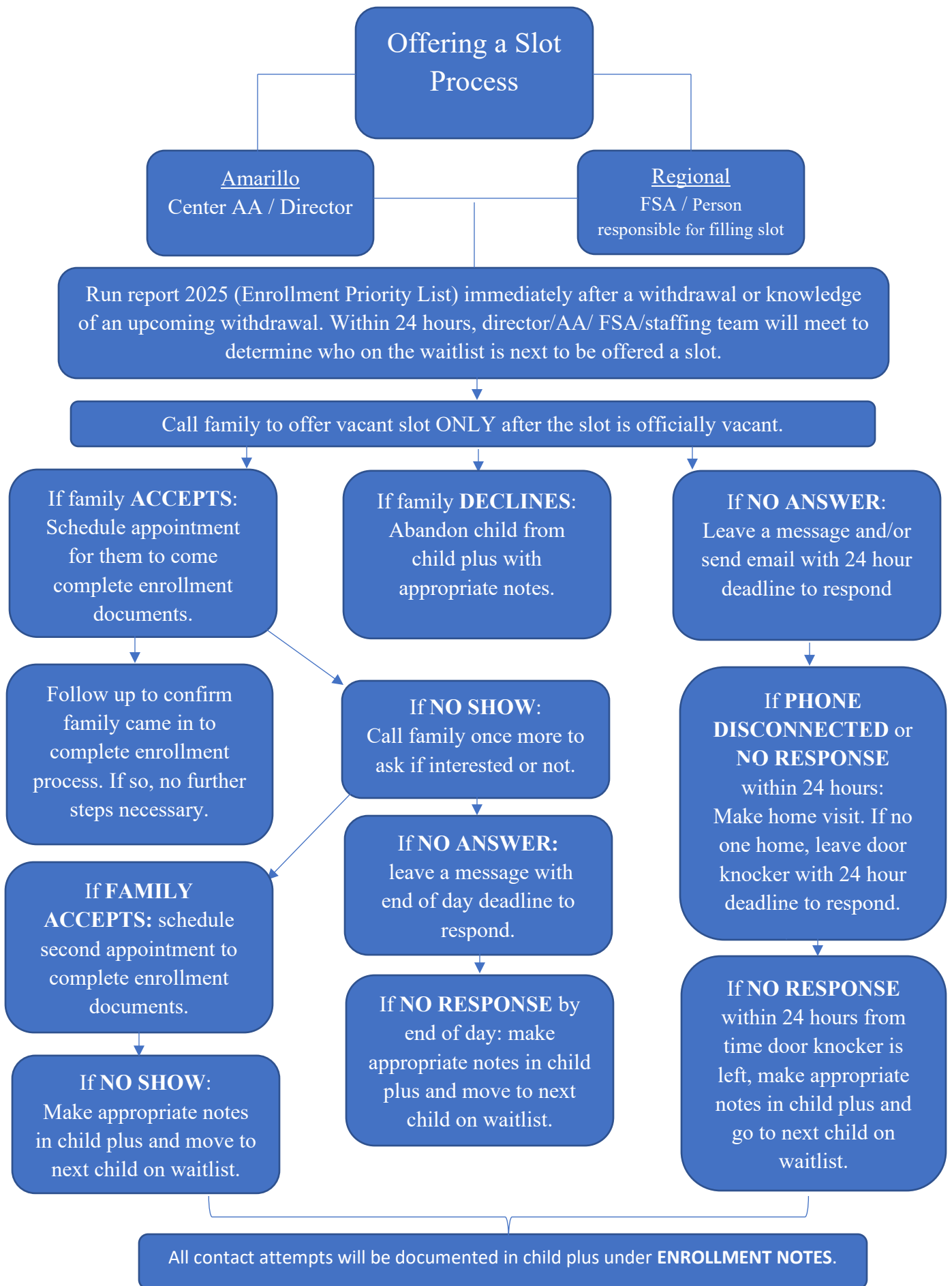
Individual Child Attendance Procedures

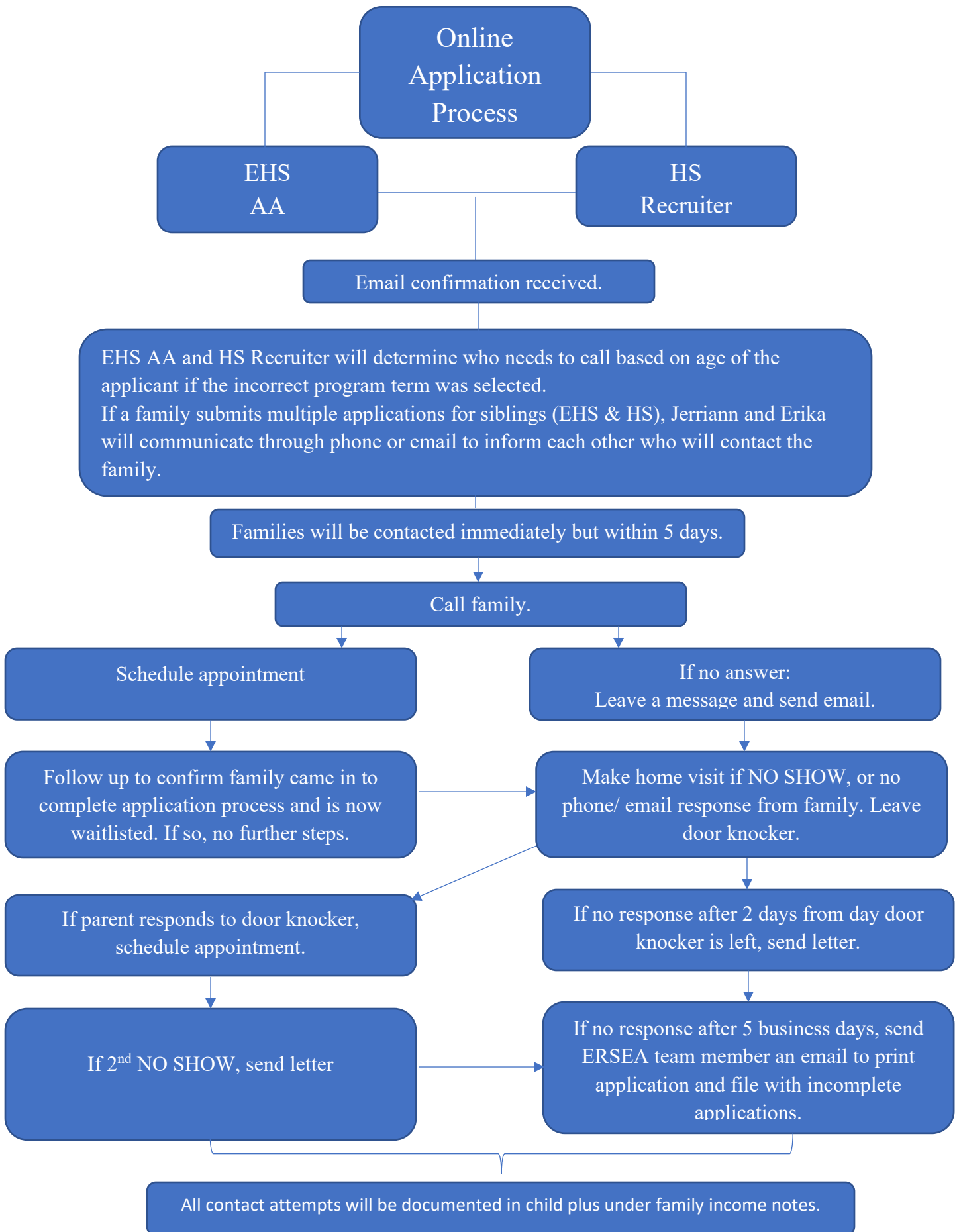
1302.16 (2)(iv) Use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or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