



Selection Criteria Policy

POLICY/APPROACH:

To ensure that all eligible families are considered for Head Start services and the highest-need families are served, we have established the following selection criteria. To ensure continuity of services, returning families and EHS transitioning families are selected first. For the remaining slots, priority is given to families who are homeless and children in foster care. Families will be selected in the following order:

- a. Returning Head Start/Early Head Start families
- b. Early Head Start transitioning families
- c. Homeless and Foster children
- d. Waitlisted Families whose eligibility has been verified

Each applicant will be assigned points for the following seven selection criteria. The total of the seven assigned points will be their eligibility point total. Maximum number of points will not exceed 95 points for each category.

Selections are completed to ensure full enrollment on the first day of class. Throughout the school year, as vacancies occur, selections will be completed to ensure the vacancies are filled within 30 days. If there are no categorically or income-eligible families on the waitlist when a vacancy occurs, that vacancy may be converted to a reserved slot. These slots are specifically reserved for families experiencing homelessness or children in foster care. No more than 3% of the programs' funded-enrollment slots will be reserved at any one time. If the reserved slot is not filled within 30 days, the slot becomes vacant and will be filled within the next 30 days.

POLICY COUNCIL APPROVAL: 4/18/2023
BOARD APPROVAL: 4/20/2023

HEAD START PROGRAM PERFORMANCE STANDARDS:

- 1302.14 (a) (1) (3) Selection process
- 1302.15 (a) (c) Enrollment

Selection Criteria	Description	Points
1. Parental Status Family Constellation	Two parents	35
	Receiving an adoption subsidy	65
	One parent	75
	Parent is 19-21 years old	85
	Parent is 18 years old or younger	95
	Foster child	95
	Child is a ward of the state, but living with birth parents	95
	Not the child's parent (This includes grandparents and other relatives)	95
2. Special Needs	Note: Any combination of 2 or more of the following receive a maximum of 95 pts	
	Parent reported speech concern only	35
	Parent reported behavior concern	35
	Identified or suspected disability (including children in referral)	65
	Child is receiving Mental Health Services or has an ADHD diagnosis	75
3. Income	Over income — 51% and higher	5
	Over income — 26% to 50%	15
	Over income — 1% to 25%	25
	Below poverty guidelines 24% — 0, ERDC recipients or SNAP recipient	65
	Below poverty guidelines 49% — 25% and SSI recipients	75
	Below poverty guidelines 74% — 50% and TANF cash grant recipients	85
	Below poverty guidelines 75% or more, Foster children and Homeless families	95
4. Age	Head Start	
	3 years old by September 1st	5
	4 years old by September 1st	95
	Early Head Start	
	Over 2 years but less than 3 years by September 1st	35
	1 to 2 years by September 1st	55
	Birth to 1 year by September 1st	85
	Prenatal	95
5. High Social Service Need	Note: Any combination of 2 or more of the following receive a maximum of 95 pts	
	Substance abuse, treatment, or recovery	65
	Incarcerated parent	65
	Parent or sibling with a disability	65
	Parent or sibling with mental illness	65
	Household member has a serious health issue	65
	Family is impacted by a recent death	65
	Homeless family	65
	Family lost housing or was otherwise negatively impacted by wildfire within the last 5 years	65
	Abuse or neglect	65
	Domestic violence	65
	Social isolation	65
	Separation or divorce	65
6. High Social Service Need	3 high social service needs	65
	4 or more high social service needs	95
	Homeless-unsheltered	95

Selection Criteria	Description	Points
	Note: Any combination of 2 or more of the following receive a maximum of 95 pts	
	Parent attends RCC Redwood Campus and wants their child to attend the Redwood Early Childhood Center	25
	EHS – 2 relocations since the child was born	50
	HS – 3 relocations since the child was born	50
	Prior or current Head Start parent or child transferring from Head Start, Early Head Start, LISTO, or Migrant Head Start program	65
	Multiple EHS applications per family	65
	Attended Family Nurturing Center, Project Babycheck,, or Health Start	65
	Written referral from another agency	65
	High-risk pregnancy – For prenatal applicants only	65
	Parent has prior or current military service	65
	Child's serious health problem	75
	Child's primary language is not English	95
	Military parent is currently deployed	95
	Staff Child	95

1. **Categorically Eligible:** Homeless and Foster children will be enrolled based on categorical-eligible status.
2. **Income Eligibility:** At least 90% of the pregnant women and children will be from low-income families or families who receive SNAP (Supplemental Nutrition Assistance Program), support services from TANF or are receiving Supplemental Security Income. Over-income families will be selected according to the regular selection criteria. Not more than 10% of the enrollment shall be filled with over-income children. In the event that it is not possible to fill 90% of slots with income- or categorically eligible families, the remaining slots, not to exceed 35% of total enrollment, will be filled with children from families who are between 101% and 130% of poverty. If selection occurs in this category, reports will be submitted to the Secretary of Head Start in accordance with Section 645 of the Head Start Act.
3. **Age Eligibility:**
 - a. **Head Start:** Serves children who are 3 or 4 years old by September 1st of the enrollment year. Classes with 18-20 children will have no more than 50% of 3-year-old children at the beginning of the program year. An exception to the September 1st enrollment year may be made for Early Head Start transitioning children who are 3 years of age and determined to be developmentally ready for Head Start.
 - b. **Early Head Start:** Serves pregnant women and children less than 3 years of age prior to September 1st of the enrollment year.
4. **Disability:** A minimum of 10% of enrollment shall be filled with children with disabilities by January of each year. For children with identified disabilities, the Disabilities Manager will review the appropriate placement determined by the IFSP Team, as indicated on the IFSP (Individualized Family Service Plan) and will consult with Early Intervention / Early Childhood Special Education (EI / ECSE) providers to ensure appropriate placement of any children with identified disabilities. Refer to the selection procedure for more detail.

5. Geographic and Other Requirements for Head Start/Early Head Start:

- a. **Head Start:** Children will be assigned to the center in which their residential or child care (e.g. daytime) address is located. Exceptions to this policy may be made by the IS / ERSEA Director to ensure full enrollment and compliance with all regulations. For centers where there are both part-day and full-day and/or duration service options, prioritize full-day / duration for families working or going to school. When there are other considerations, such as school district transportation, or special collaborations, these will be added considerations to the selection procedure.
- b. **Early Head Start:** Applicants who live within the service area as outlined in the EHS grant, will be assigned to the center and program that fits their age. Families who move outside the service area after enrollment may continue to receive services if the EHS program can reasonably accommodate their needs.

For the EHS Teen parent program at Grants Pass High School selections will be done in the following order:

- Parent or pregnant teen attends Grants Pass School District;
- Parent attended Grants Pass School District within past two years;
- Josephine County residents who work and/or attend school.

6. **Returning Children:** Pregnant women and children who remain enrolled in EHS or Head Start at the end of a program year and are still age-eligible for the following year will be assured a slot. As appropriate, a child may remain in EHS following his/her third birthday for additional months until he/she can transition into Head Start or another program.
7. **Head Start Enrollment:** Classes may be increased up to the maximum number of children allowed by the Head Start Program Performance Standards (HSPPS) and regulations with the approval of the Head Start Director. Total program enrollment will remain the same.

8. Early Head Start Program Options:

- i. Home-Based Option: This option serves pregnant women, infants, and toddlers, birth to 3 years old.

Early Head Start will select eligible pregnant women and their age-eligible children prior to selecting eligible infants and toddlers for these home-based options. Eligible infants younger than 1 year and their age-eligible siblings will be selected next for these options.

- ii. Toddler Combination Option: This option serves children age 24 months to 3 years old.
- iii. Part-Day Option: This option serves children age 24 months to 3 years old

- iv. Full-Day Duration Option: This option serves children 6 weeks to 3 years old. Families who work and/or attend school will be given priority.
- v. Grants Pass High School – Full-Day Duration: This option serves pregnant teens and children 6 weeks to 3 years old. Parents must commit to a minimum of 35 hours of service per week.

After the initial selection for the program year, any open slots in options iii – v will be filled with applicants with the highest eligibility points from the waitlist who best fit the age grouping of the open slot.

- 9. **Prioritization of End-of-Year Enrollees**: When there are 60 days or less remaining in the current school year, only children who will remain age-eligible for the following program year will be enrolled. A child who will be transitioning may be enrolled if there are no income-eligible younger children on the waitlist.
- 10. **Interagency Collaborations**: Exceptions to this policy may be made by 0-5 Head Start Director to accommodate enrollment priorities agreed to in interagency collaborations.
- 11. **Over income Staff Children**: In order to promote diversity in our classrooms and support staff, we reserve 8 Early Head Start over income slots and 15 Head Start over income slots for age eligible children of SOHS staff who apply. The selection for these slots will be run concurrently with the main selections. In the event we have more applications than available slots, the 0-5 Head Start Director and the ERSEA/IS Director will review the applications and determine which ones will be placed on the waitlist. 95 points will be assigned to applications placed on the waitlist under the Other Factors category.
- 12. **Exceptions to this policy** may be made by the 0-5 Head Start Director in order to ensure full enrollment, compliance with all regulations, and accommodate exceptional family circumstances.