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. 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. Income-eligible families, including those receiving public assistance
e. Over-income families

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.

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
- Receiving an adoption subsidy 35 points
- One parent 65 points
- Parent is 19-21 years old 75 points
- Parent is 18 years old or younger 85 points
- Foster child 95 points
- Child is a ward of the state, but living with birth parents 95 points
- Not the child’s parent (This includes grandparents and other relatives) 95 points

#### 2. Disabled
- Speech concern 35 points
- Identified or suspected disability (including children in referral) 65 points

#### 3. Income
- Over income — 51% and higher 5 points
- Over income — 26% to 50% 15 points
- Over income — 1% to 25% 25 points
- Below poverty guidelines 24% — 0 and TANF M5 recipients 65 points
- Below poverty guidelines 49% — 25% and SSI recipients 75 points
- Below poverty guidelines 74% — 50% and TANF cash grant recipients 85 points
- Below poverty guidelines 75% or more, Foster children and Homeless families 95 points

#### 4. Age
- Head Start
  - 3 years old by September 1st 5 points
  - 4 years old by September 1st 95 points
- Early Head Start
  - Over 2 years but less than 3 years by September 1st 35 points
  - 1 to 2 years by September 1st 55 points
  - Birth to 1 year by September 1st 85 points
  - Prenatal 95 points

#### 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 points
  - Incarcerated parent 65 points
  - Parent or sibling with a disability 65 points
  - Parent or sibling with mental illness 65 points
  - Household member has a serious health issue 65 points
  - Family is impacted by a recent death 65 points
  - Homeless family 65 points
  - Abuse or neglect 65 points
  - Domestic violence 65 points
  - Social isolation 65 points
  - Separation or divorce 65 points

#### 6. Multiple High Social Service Needs
- 3 high social service needs 65 points
- 4 or more high social service needs 95 points

#### 7. Other Factors
- Note: Any combination of 2 or more of the following receive a maximum of 95 pts
  - Parent attends RCC Redwood Campus and wants his / her child to attend the Redwood Early Childhood Center 25 points
  - EHS — 2 relocations since the child was born 50 points
  - HS — 3 relocations since the child was born 50 points
  - Prior or current Head Start parent or child transferring from Head Start, Early Head Start, LISTO, or Migrant Head Start program 65 points
  - Multiple EHS applications per family 65 points
  - Child’s primary language is not English 65 points
  - Referral from an agency or professional (unless child has confirmed disability in Section 2, AND letter is from the agency identifying such disability) 65 points
  - High-risk pregnancy — For prenatal applicants only 65 points
  - Parent has prior or current military service 65 points
  - Military parent is currently deployed 95 points
  - Child’s serious health problem 75 points
  - Child’s mental health issue (includes ADHD, severe behavior problems or children receiving mental health service) 75 points
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 support services from TANF or are receiving Supplemental Security Income. Over-income families may apply and 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 100% 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:**
   - **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.
   - **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 age 3-5 with identified disabilities, the Disabilities Supervisor 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:**
   - **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.
   - **Early Head Start:** Applicants must be residents of the following geographic areas to be eligible for EHS services:

     **EHS Alan S. Berlin:**

     **Part-Day Center-Based:** Live within a 16-mile radius of the center and Families who work and / or going to school will have priority.
EHS Cave Junction Center:
  Part-Day and Toddler Combination: Illinois Valley

EHS Grants Pass Center:
  Toddler Combination: Live within the Grants Pass city limits or within the Fruitdale Elementary school boundary
  Part-Day Center-Based: Live within 16-mile radius of the center. Families who work and / or going to school will have priority.

EHS Grants Pass High School Center:
  Child Care: Attend Grants Pass School District or, for a community slot, reside within Josephine County

EHS West Medford Center:
  Home-Based: Jackson County
  Toddler Combination: Medford

White City Center:
  EHS Full-Day Duration: Jackson County School District 9 and working or going to school. Families from other school districts may be enrolled if no families for school district 9 are on the waitlist.

Families who move outside the service area after enrollment may continue to receive services if the EHS program can reasonably accommodate their needs.

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.
   
   ii. **MIECHV Home-Based Option:** This option serves pregnant women and infants less than one year with the biological mother in the household.

   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.

iii. **Toddler Combination Option**: This option serves children age 24 months to 3 years old.

iv. **Part-Day Option**: This option serves children age 6 weeks to 3 years old.

v. **Full-Day Option**: This option serves children 6 weeks to 3 years old.

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 Head Start/Early Head Start Director to accommodate enrollment priorities agreed to in interagency collaborations.

11. **Exceptions to this policy** may be made by the Head Start / Early Head Start Director in order to ensure full enrollment, compliance with all regulations, and accommodate exceptional family circumstances.