

Related Entries: (Not identified at this time)

Head Start Eligibility, Recruitment, Selection and Enrollment

In compliance with Head Start Performance Standards, 45 Code of Federal Regulations (CFR), Part 1302 on Eligibility Recruitment, Selection and Enrollment, the following criteria has been developed.

(1) Eligibility

All applicants must complete the Lee County Head Start / Early Head Start application and submit proof of age and income to determine eligibility.

(2) Age Criteria

(a) Early Head Start

1. Children from birth to 30 months of age on or before September 1 are eligible for service during that school year.
2. Pregnant mothers are eligible to apply and upon delivery, will continue to receive services through the enrollment of their newborn child into Early Head Start.

(b) Early Head Start Childcare Partnership

1. Children from birth to 30 months of age on or before September 1 are eligible for service during that school year.
2. Child can remain until four years of age in a Family Child Care Home.

(c) Head Start

1. Children who reach the age of four on or before September 1st are eligible for services during that school year only.
2. Early Head Start transition (may transition at 3rd birthday).
3. Early Head Start Childcare Partnership transition (may transition at 3rd birthday).

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4. Children who reach the age of three on or before September 1 are eligible for services during that school year, if they meet one of the categories listed below:
- a. Exceptional Student Education (referred for full-time placement)
 - b. L.A.M.P. nurseries
 - c. The child is homeless as defined by the McKinney-Vento Homeless Assistance Act.
 - d. The child is in foster care or relative caregiver placement.
 - e. Three-year-old eligible children, if vacant slots available after the enrollment of all eligible four-year old children.
- 60 (3) Income Criteria
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- 62 (a) At least seventy percent (70%) of the Head Start and Early Head Start
63 designated children must be from families whose income is at or below
64 100% poverty level (including those with no income).
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 - 66 (b) Families are also eligible if they meet one of the categories listed below (even
67 if the family income exceeds the income guidelines):
68
 - 69 1. Family receives public assistance – Temporary Aid Assistance to
70 Needy Families (TANF) or Supplemental Social Security Income (SSI).
71
 - 72 2. Child has a diagnosed disability. (As defined in section 6-Disability
73 Criteria).
74
 - 75 3. Child is homeless as defined by the McKinney-Vento Homeless
76 Assistance Act.
77
 - 78 4. Once a Head Start (HS) child has been found eligible, he or she remains
79 eligible for Head Start for the current and succeeding enrollment year.
80 If a child is eligible for a third year in Head Start, family's income needs
81 to be redetermined.
82
 - 83 5. Once an Early Head Start (EHS) or Early Head Start Childcare
84 Partnership (CCP) child is found eligible, he or she remains eligible for
85 Early Head Start until program completion.
86
87

88 6. Child has been placed with a relative caregiver by the Florida
89 Department of Children and Families (DCF), or parent has signed a
90 notarized statement giving the relative guardianship.
91

92 (c) Over-income families must fall into one of the categories above and may not
93 exceed 10% of total funded enrollment.
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95 (4) Disability Criteria
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97 (a) At least 10% of the enrollment will be made available to children with
98 disabilities.
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100 (b) For Head Start, children identified with delays through the Exceptional Student
101 Education (ESE) department with a current Individualized Education Plan
102 (IEP) may be served jointly through both programs as outlined by an
103 Interdepartmental Agreement.
104

105 (c) For Early Head Start, children identified with delays through the Early
106 Intervention Program EIP/Part C (Early Steps) program with a current
107 Individualized Family Support Plan (IFSP) may be served jointly through both
108 programs as outlined by a memorandum of agreement.
109

110 (5) Recruitment
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112 Recruiting activities for new children will be proactive and occur year-round with
113 special focus on areas of highest need found in the Community Assessment.
114 Activities are detailed in the Family Service Plan.
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116 (6) Selection
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118 (a) All applications must be evaluated to determine eligibility for the program.
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120 (b) Of those eligible children, priority is given to those who have the greatest need
121 for Head Start services based on annually revised/approved enrollment
122 criteria, and parent program option request.
123

124 (c) To ensure the most appropriate placement, individual success and safety of
125 all children, it is the policy of Head Start to inquire about the previous
126 experiences of children applying for admission into the program. In some
127 cases, coordination between parents/guardians and Head Start staff may be
128 necessary to make a determination of appropriate placement and/or referral.
129

130 (d) Priority selection for Early Head Start will be given to three pregnant mothers
131 each school year to meet the requirements of the five-year grant.
132

133 (7) Enrollment
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- 135 (a) All documents must be complete before a child may enroll into the program.
- 136
- 137 (b) As vacancies occur, replacements will be made within 30 days to maintain
- 138 funded enrollment.
- 139
- 140 (8) Approval
- 141
- 142 (a) The Policy Council reviews the Community Assessment to provide input
- 143 regarding classroom locations and selection priorities for the upcoming year.
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- 145 (b) The Family Services' Eligibility and Selection Committee review the Eligibility,
- 146 Recruitment, Selection and Enrollment Criteria as well as the list of priority
- 147 factors from the previous year and make recommendations for revision as
- 148 necessary.
- 149
- 150 (c) The Committee's recommendations are presented to the Policy Council
- 151 Executive Board for their feedback prior to the Policy Council meeting.
- 152
- 153 (d) The Executive Board's recommendations are presented to the full Policy
- 154 Council for approval.
- 155
- 156 (e) The Policy Council's recommendations are presented to the Lee County
- 157 School Board, as governing body, for approval.
- 158
- 159 (9) Priority Selection Criteria
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Description	Points
Eligibility (May Select One)	
Disability Eligible (ESE including Speech)	60
Income eligible (Homeless, Foster Care, TANF, SSI, 100% Below Poverty Guidelines, and Relative Caregiver}	60
Parental Situation (May Select one)	
Foster parents	60
Guardian other than natural parent	40
Teen parent (age of mother when child was born)	30
Single parent	20
Disability (May Select One)	
ESE: Full time on Individual Educational Plan (IEP) from District, 3-4-year olds.	60
ESE: Part time on Individual Educational Plan (IEP) from District, 4-year old.	3
Delay suspected (FDLRS screening results)	15

Other factors (All That Apply)	
Child has successfully completed EHS or Head Start Returning 3-years old	60
Parent currently enrolled in LAMP	60
DCF Protective Services or Family Trauma	30
Counseling for child or family member	30
Homeless (District definition) & living in a shelter, hotel or car	60
Homeless (District definition) & living with friends/family	30
Foreclosure property notice within the last 12 months	20
Eviction notice within the last 12 months	20
Family member disability that affects child’s cognitive development	30
Prenatal exposure to alcohol or drugs	30
Parent/Caregiver substance abuse issues	30
Parent incarcerated (within last 12 months)	30
Parent not able to read or write	40
8 th grade education or less	30
12 th grade education or less (no GED or diploma)	20
Severe health problem of child	15
The child speaks no English	10
Child enrolled in EHS/HS out of county during current year	10
Military Family	30
Child has sibling at school requested	1
First time family is enrolled in EHS or HS	10
Age of child (May Select One)	
Prenatal – 6 months	20
7 month – 12 months	15
13 months – 18 months	10
19 months - 24 months	5
25 months – 30 months	0
3 years old by September 1	10
4 years old by September 1	10
Early Head Start and CCP Applications only	
Disability: Individual Family Support Plan (ISFSP) birth to three years	200
Premature or low birth weight	30
Childcare(CCP) Community Site (not LAMP) Applications only	
Parent(s) are working or in school/training	60
Sibling preference for CCP accepted child	31

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STATUTORY AUTHORITY: 1001.42, 1001.43, F.S.; and 45 CFR part 1302

Adopted: 10/19/10

165	Revised:	1/11/11
166	Revised:	5/17/11
167	Revised:	1/31/12
168	Revised:	1/22/13
169	Revised:	5/21/14
170	Revised:	1/28/15
171	Revised:	1/27/16
172	Revised:	1/23/18
173	Revised:	10/17/18
174	Revised:	2/12/19
175	Revised:	10/30/19
176	Revised:	1/28/20
177	Revised:	1/12/21
178	Revised:	12/7/21