

ERSEA

Eligibility, Recruitment, Selection, Enrollment and Attendance

Abbreviations used in service area plans

Board of Directors	Board
Policy Council	PC
Executive Director - Sue	Ex. Dir.
Program Director - Pat	Prog. Dir.
Fiscal Director - Nicki	Fiscal
Human Resource/Fiscal Assistant - Karla	HR
Maintenance/Custodians - Dean	Custodian
Data Encoder/Program Assistant - Carol	Tech.
Executive Secretary/Receptionist - Colleen	Secretary
Program Nutrition Specialist - Kari	Nutrition
Program Health and Safety Specialist Manager - Angie	H & S
Program Behavioral/Mental Health Specialist - Rosemarie	MH
HS/EHS Family and Community Partnership Specialist - Cindy	FCP
HS/EHS Education Manager- Jodi	Ed. Mgr.
HS Education Manager- Bonnie	Ed. Mgr.
Program Disabilities/Transition Specialist - Danelle	Disabilities
Assistant Cook - Lynne	Asst. Cook
Cook - Wendy	Cook
EHS/HS Health and Safety Specialist - Katie	H & S
HS Teachers	Teacher
HS Teacher Assistants	T. Asst.

Abbreviations used in Service Area Plans (continued)	
HS Home Visitor	HV
EHS Home Visitor	HV
HS Disabilities/Transition Coordinator - Mary	Dis. Coor.
HS/EHS Disabilities/Transition Coordinator - Elaine	Dis. Coor.
HS Family and Community Partnership Specialist - Amanda	FCP
Transportation Coordinator	Trans. Coor.
Mental Health Consultant	MHC
Management Team (Directors, Managers, All Specialists)	Management Team

		<p>least 3 years old and less than 5 years old before Sept. 1. A photocopy of a certified Birth Certificate is required. Family Community Partnership Specialists or Program Director verifies income on all applications. Second year income eligible families remain income eligible for second year services. Second year over income families' income must be re-verified. For children moving from EHS to HS income is re-verified.</p>			<p>Plus tracking system</p>
<p>1305.5</p>	<p>Recruitment of Children</p>	<p>Applications are available for throughout the year. Recruitment is on-going throughout the year. The target months for recruitment are March and April of each year. In order to reach those most in need of Head Start and Early Head Start services, staff will use a variety of means to inform the communities and families about availability, benefits and application process for the program. This may include canvassing the local community, use of news releases, and use of family referrals and referrals from other public and private agencies. Recruitment is an overall program responsibility of each staff member. The Family and Community Partnership specialist will have primary responsibility for recruitment. "Child Find" screenings are conducted in the six county OCDC program area. All families have the opportunity to fill out applications at this time.</p>	<p>FCP Prog. Dir. Ex. Dir. ALL Staff</p>	<p>Ongoing March, April</p>	<p>Posters, monthly reports, recruitment control sheets</p>

<p>1305.6</p>	<p>Selection Process</p>	<p>In order for a child to be considered for Head Start or Early Head Start, Oahe Child Development Center must have a completed application and income verification. Other information is helpful in enabling Head Start to determine which children and families are most in need of the program services. These could include an up to date immunization record, physical or dental examination, child's screening or referral from another agency, Title 19 number or completed health history.</p> <p>Decisions are made based upon child and family needs. A point system based on information obtained from the application and verified by the Family Service staff is used. This system is also used to determine the order of priority of waitlisted applicants. This is completed for each application to document the basis for decisions.</p>	<p>FCP Prog. Dir.</p>	<p>Ongoing March, April and May</p>	<p>Completed Application, Eligibility Determination Sheet (point sheet) Income Verification, Child Plus tracking system</p>
<p>1305.7</p>	<p>Enrollment and Re-enrollment</p>	<p>Head Starts must maintain the funded enrollment levels. If the program determines that a vacancy exists, not more than 30 calendar days will elapse before the vacancy is filled. Head Start may elect not to fill a vacancy when 60 days or less remain in the program's enrollment year. The selection process is used to fill vacancies during the program year. Children and pregnant women are selected from applicants.</p> <p>If an enrolled child moves to an area served by a different site or program option and a vacant slot is available the</p>	<p>FCPS Prog. Dir. Staff doing enrollments</p>	<p>August, September Then ongoing as openings occur.</p>	<p>Enrollment checklist, child's file, tracking system, Application, monthly reports, change forms, class lists</p>

		<p>child’s enrollment is “automatic” in order to maintain continuity of services. If no enrollment slot is available, the child is placed on the waiting list. Transfers are prioritized through the OCDC point system.</p>			
1305.8	Attendance	<p>Families are encouraged to maintain regular attendance. Information from the Parent Handbook on OCDC’s 85% attendance policy is shared with families at enrollments.</p> <p>Absences are recorded on weekly attendance sheets. For 3 consecutive absences without communication a home visit will be attempted and/or an attendance letter will be sent.</p> <p>For absences of 3 consecutive/home visits without communication, families receive a letter asking if the program is meeting their needs and a date to contact the Family Community Partnership Specialist, or their slot will be considered vacant.</p> <p>Attendance issues will be dealt with on individual basis with communication between OCDC staff and family. Family Community Partnership Specialist will obtain the concerns from family or teacher/home visitor. Resources or assistance will be offered to meet the needs of the family to improve attendance in the program. This is shared with staff during staffing.</p>	<p>FCP Ed. Mgrs. Prog. Dir. Ex. Dir.</p>	<p>Daily Weekly</p>	<p>Attendance Sheets, monthly reports, lesson plans, staffing forms</p>