

INDEX

Purpose.....1
 Determining Community Strengths, Needs, and Resources 1
 Service Area..... 1-2
 Community Wide Strategic Planning and Needs Assessment (Community Assessment)..... 2-3
 Determining, Verifying, and Documenting Eligibility4
 Process Overview.....4
 Age Requirements..... 4-5
 Eligibility Requirements5
 Income Guidelines6
 Additional Allowances for Programs.....7
 Eligibility Requirements for Communities with 1,000 or Fewer8
 Verifying Age8
 Verifying Eligibility..... 8-13
 Eligibility Duration13
 Records 13-15
 Training on Eligibility..... 15-16
 Recruitment of Children 16-17
 Prospective Student Intake Form 17-18
 Application Process 18
 Determining the # in the Family 18-19
 Selection Process20
 Selection Criteria 20-21
 Selection of Children for EHS 22-23
 Selection of Children for 3 to 5 Head Start..... 24-25
 Waiting Lists.....26
 Enrollment.....26
 Funded Enrollment.....26
 Intake Visit..... 26-27
 Classroom Transfer Plans 28
 Drops..... 28-29
 Continuity of Enrollment29
 Reserved Slots.....30
 Other Enrollment 30-31
 Attendance31
 Center Based Attendance Procedures 32-33
 New Enrollees/Transfers- CB/HB 33
 Strategies to Promote Attendance.....33
 Documenting Attendance Support – Center Based & Home Based.....33
 Excused Absences..... 33
 Unexcused Absences 34
 Patterns of Absence & Follow-Up Procedures..... 34-35
 Supporting Attendance of Homeless Children36

Suspension and Expulsion	37-41
Prohibition on Expulsion	41
Behaviors	41-42
Fees	43