

**Lafourche Parish Head Start  
Program Operations  
Subpart A  
Eligibility, Recruitment, Selection, Enrollment, and Attendance  
Program Plans  
Part 1302**

**January 2019**

Reference Number	Performance Standard	Plan of Action	Primary Responsibility	Time Frame Monitoring	Outcome
1302.10	<p><b>Purpose:</b></p> <p>This subpart describes requirements of grantees for determining community strengths, needs and resources as well as recruitment areas. It contains requirements and procedures for the eligibility determination, recruitment, selection, enrollment and attendance of children and explains the policy concerning the charging of fees.</p>	<p>Lafourche Parish Council Head Start is the sole grantee serving Lafourche Parish. This service area was approved in the original Lafourche Parish Head Start grant application. Grant applications are housed in the central office files.</p>	Director	October 1 of every year	Lafourche Parish Head Start provides the services in this area
1302.11	<p>Determining community strengths, needs, and resources:</p> <p><u>(a) Service area.</u></p> <p>(1) A program must propose a</p>	<p>Determining community strengths, needs, and resources:</p> <p>(a) A Community Assessment is completed once within the five-year grant and updated yearly. The Community Assessment (CA) collects the following:</p> <p>(1) Lafourche Parish Council Head</p>	Director and ERSEA Manager	Every five years	Community needs are determined

	<p>service area in the grant application and define the area by county or sub-county area, such as a municipality, town or census tract or jurisdiction of a federally recognized Indian reservation.</p> <p>(i) A tribal program may propose a service area that includes areas where members of Indian tribes or those eligible for such membership reside, including but not limited to Indian reservation land, areas designated as near-reservation by the Bureau of Indian Affairs (BIA) provided that the service area is approved by the tribe’s governing council, Alaska Native Villages, Alaska Native Regional Corporations with land-based authorities Oklahoma Tribal Statistical Areas, and Tribal Designated Statistical Areas where federally recognized Indian tribes do not have a federally established reservation.</p> <p>(ii) If the tribe’s service area includes any area specified in paragraph (a)(1)(i) of this section, and that area is also served by another program, the tribe may serve children from families who are members of or</p>	<p>Start is the sole grantee serving Lafourche Parish. This service area was approved in the original Lafourche Parish Head Start grant application. Grant applications are housed in the central office files.</p> <p>(i) N/A</p> <p>(ii) N/A</p>			
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	<p>eligible to be members of such tribe and who reside in such areas as well as children from families who are not members of the tribe, but who reside within the tribe's established service area.</p> <p>(2) If a program decides to change the service area after ACF has approved its grant application, the program must submit to ACF a new service area proposal for approval.</p> <p><u>(b) Community wide strategic planning and needs assessment (community assessment).</u></p> <p>(1) To design a program that meets community needs, and builds on strengths and resources, a program must conduct a community assessment at least once over the five-year grant period. The community assessment must use data that describes community strengths, needs, and resources and include, at a minimum:</p> <p>(i) The number of eligible infants, toddlers, preschool age children, and expectant mothers, including their geographic location, race, ethnicity, and languages they speak, including:</p>	<p>(2) Lafourche Parish Head Start will contact ACF if and when there are changes to its service area.</p> <p><u>(b) Community wide strategic planning and needs assessment (community assessment).</u></p> <p>(1) LPHS designs a program that meets community needs, and builds on strengths and resources, a program must conduct a community assessment at least once over the five-year grant period, with yearly updates. The community assessment must use data that describes community strengths, needs, and resources and include, at a minimum:</p> <p>(i) The number of eligible infants, toddlers, preschool age children, and expectant mothers, including their geographic location, race, ethnicity, and languages they speak, including</p>	<p>Director and ERSEA Manager</p>	<p>Upon completion of Community Assessment and yearly updating</p>	<p>Families and children are identified for needed services</p>
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	<p><b>(A) Children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6)(A));</b></p> <p><b>(B) Children in foster care; and</b></p> <p><b>(C) Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies;</b></p> <p><b>(ii) The education, health, nutrition and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being;</b></p> <p><b>(iii) Typical work, school, and training schedules of parents with eligible children;</b></p> <p><b>(iv) Other child development, child care centers, and family child care programs that serve eligible children, including</b></p>	<p><b>(A)Children experiencing homelessness in collaboration with, to the extent possible McKinney-Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6)(A));</b></p> <p><b>(B) Estimated number of children in foster care;</b></p> <p><b>(C) The estimated number of children with disabilities including types of disabilities and relevant services and resources provided to these children by community agencies;</b></p> <p><b>(ii) Information regarding the education, health, nutrition and social service needs of Head Start eligible children and their families as determined by families of Head Start eligible children, through partnerships and by institutions in the community that service all young children;</b></p> <p><b>(iii) Data regarding the employment rate, the enrollment in higher education rate and/ or job training schedule of those with eligible children.</b></p> <p><b>(iv) Other child development and child care programs that are serving Head Start eligible children, including publicly funded</b></p>			
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	<p><b>home visiting, publicly funded state and local preschools, and the approximate number of eligible children served;</b></p> <p><b>(v) Resources that are available in the community to address the needs of eligible children and their families; and,</b></p> <p><b>(vi) Strengths of the community.</b></p> <p><b>(2) A program must annually review and update the community assessment to reflect any significant changes including increased availability of publicly-funded pre-kindergarten (including an assessment of how the pre-kindergarten available in the community meets the needs of the parents and children served by the program, and whether it is offered for a full school day), rates of family and child homelessness, and significant shifts in community demographics and resources</b></p> <p><b>(3) A program must consider whether the characteristics of the community allow it to include children from diverse economic backgrounds that</b></p>	<p><b>State and local preschool programs, and the approximate number of Head Start eligible children served by each;</b></p> <p><b>(v) Resources in the community that could be used to address the needs of Head Start eligible children and their families, including assessments of their availability and accessibility.</b></p> <p><b>(vi) Strengths of Lafourche Parish</b></p> <p><b>(2) CA is updated annually with the assistance of data from the census bureau, LEA, State Dept. of Education, Head Start PIR, Parish Early Childhood Network and other local community agencies. Information will include availability of publicly- funded pre-kindergarten programs, full time and part-time; number of homelessness, and any changes to the community demographics and resources.</b></p> <p><b>(3) Lafourche Parish Head Start utilizes all information collected to determine the diversity of the children in its program. The diversity of our area allows for a</b></p>			
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	<p>would be supported by other funding sources, including private pay, in addition to the program’s eligible funded enrollment. A program must not enroll children from diverse economic backgrounds if it would result in a program serving less than its eligible funded enrollment.</p>	<p>variety of cultures to enroll in the program.</p>			
<p>1302. 12</p>	<p><b>Determining verifying, and documenting eligibility:</b></p> <p><b><u>(a) Process overview.</u></b></p> <p><b>(1) Program staff must:</b></p> <p><b>(i) Conduct an in-person interview with each family, unless paragraph (a)(2) of this section applies;</b></p> <p><b>(ii) Verify information as required in paragraphs (h) and (i) of this section; and,</b></p>	<p><b><u>(a) Process Overview</u></b></p> <p><b>(1) Program Staff</b></p> <p><b>(i.) Head Start staff will meet with families to complete applications at recruitment locations during the Coordinated Enrollment Campaign. Those staff members will be responsible for gathering the requested information from families, such as proof of income, birth certificates, social security card, immunization records, and Medicaid cards.</b></p> <p><b>(ii) Income will be verified with the documentation listed in (h). When families do not have these documents available to them, a</b></p>	<p><b>ERSEA Manager</b></p>	<p><b>February and On-going</b></p>	<p><b>Eligible children and families are recruited</b></p>

	<p><b>(iii) Create an eligibility determination record for enrolled participants according to paragraph (k) of this section.</b></p> <p><b>(2) Program staff may interview the family over the telephone if an in-person interview is not possible or convenient for the family.</b></p> <p><b>(3) If a program has an alternate method to reasonably determine eligibility based on its community assessment, geographic and administrative data, or from other reliable data sources, it may petition the responsible HHS official to waive requirements in paragraphs (a)(1)(i) and (ii) of this section.</b></p> <p><b><u>(b) Age requirements.</u></b></p> <p><b>(1) For Early Head Start, except when the child is transitioning to Head Start, a child must be an infant or a toddler younger than three years old.</b></p>	<p><b>notarized statement of income will be accepted.</b></p> <p><b>(iii)When the application is reviewed, a certificate of income verification will be completed by a Head Start staff.</b></p> <p><b>(2) If a family cannot meet with Head Start Staff to verify information, the ERSEA Manager will interview the parent over the phone. Head Start will verify eligibility according to the Final Rule Standards of 2015.</b></p> <p><b>(3) N/A</b></p> <p><b>(b) Age requirement</b></p> <p><b>(1)N/A</b></p>			
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	<p>(iii) The child is homeless, as defined in part 1305; or,</p> <p>(iv) The child is in foster care.</p> <p>(2) If the family does not meet a criterion under paragraph (c)(1) of this section, a program may enroll a child who would benefit from services, provided that these participants only makeup to 10 percent of a program’s enrollment in accordance with paragraph (d) of this section.</p> <p><u>(d) Additional allowances for programs.</u></p> <p>(1) A program may enroll an additional 35 percent of participants whose families do not meet a criterion described in paragraph (c) of this section and whose incomes are below 130 percent of the poverty line, if the program:</p> <p>(i) Establishes and implements outreach, and enrollment policies and procedures to ensure it is meeting the needs of eligible pregnant women, children, and children with disabilities, before serving pregnant women or children</p>	<p>(iii) If a child meets the definition of homeless as defined in part 1305,</p> <p>(iv) A child is determined by legal documents to be classified as a foster child.</p> <p>(2) Families exceeding the poverty guidelines and are not categorically eligible may be considered for selection based on criteria identified in the Selection Criteria. The number of children will not exceed 10% of the programs funded enrollment.</p> <p>(d) Additional allowances for programs.</p> <p>(1) No more than 102 children (35%) may be selected from the 101%-130% above poverty list</p> <p>(i) Lafourche Parish Head Start will recruit and implement outreach services with other community agencies in an effort to recruit children meeting the 100% or below poverty guidelines</p>	<p>ERSEA Manager</p>	<p>On going</p>	<p>The correct ratio of income eligible children is maintained</p>
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	<p>who do not meet the criteria in paragraph (c) of this section; and,</p> <p>(ii) Establishes criteria that ensure pregnant women and children eligible under the criteria listed in paragraph (c) of this section are served first.</p> <p>(2) If a program chooses to enroll participants who do not meet a criterion in paragraph (c) of this section, and whose family incomes are between 100 and 130 percent of the poverty line, it must be able to report to the Head Start regional program office:</p> <p>(i) How it is meeting the needs of low-income families or families potentially eligible for public assistance, homeless children, and children in foster care, and include local demographic data on these populations;</p> <p>(ii) Outreach and enrollment policies and procedures that ensure it is meeting the needs of eligible children or pregnant women, before serving over-</p>	<p>(ii) Only after all attempts have been made will children with family income 101% to 130% be considered for placement.</p> <p>(2)Lafourche Parish Head Start will be able to report to the Head Start regional program office:</p> <p>(i)LPHS participates in the Early Childhood Network, and collaborates with other community agencies who serve low-income families and families potentially eligible for public assistance, homeless children, and children in foster care to identify all children and families who would best be served by our head start program in order to provide services to those with the greater need.</p> <p>(ii) The largest outreach effort is referred to as the Coordinated Enrollment Campaign as part of the newly formed Lafourche Early Childhood Network. The network</p>	<p>ERSEA Manager</p>	<p>On going</p>	<p>Eligible children and families are identified based on income and served, without duplication of enrollment into another program.</p> <p>Needs are a greater population is met.</p>
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	<p><b>income children or pregnant women;</b></p> <p><b>(iii) Efforts, including outreach, to be fully enrolled with eligible pregnant women or children;</b></p> <p><b>(iv) Policies, procedures, and selection criteria it uses to serve eligible children;</b></p> <p><b>(v) Its current enrollment and its enrollment for the previous year;</b></p> <p><b>(vi) The number of pregnant</b></p>	<p><b>consists of the Lafourche Parish Head Start program, the LEA's Pre-K program, and several Early Learning Centers.</b></p> <p><b>(iii) The Coordinated Enrollment Campaign is planned by a committee of representatives from all programs involved to ensure that all eligible children are enrolled.</b></p> <p><b>(iv) The Lafourche Parish Head Start program has developed a Selection Criteria Policy which includes a Selection Criteria Committee which meets annually to review the program's selection criteria. The committee updates the criteria according to the needs of the families in the grantee's service area, the changes in the community needs and the Head Start Performance Standards. Parents, Policy Council, Community Representatives and Staff are invited to participate on the Selection Criteria Committee to discuss the needs of Head Start families and establish criteria for selecting children and families.</b></p> <p><b>(v) The program keeps electronic records of its current and previous year enrollment to show the criteria use to place children.</b></p> <p><b>(vi) N/A</b></p>	<p><b>ERSEA Manager</b></p>	<p><b>On going</b></p>	<p><b>Selection Criteria is developed to identify eligible children for Head Start services.</b></p>
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	<p>women and children served, disaggregated by the eligibility criteria in paragraphs (c) and (d)(1) of this section; and,</p> <p>(vii) The eligibility criteria category of each child on the program’s waiting list.</p> <p><u>(e) Additional allowances for Indian tribes.</u></p> <p>(1) Notwithstanding paragraph (c)(2) of this section, a tribal program may fill more than 10 percent of its enrollment with participants who are not eligible under the criteria in paragraph (c) of this section, if:</p> <p>(i) The tribal program has served all eligible pregnant women or children who wish to be enrolled from Indian and non-Indian families living within the approved service area of the tribal agency;</p> <p>(ii) The tribe has resources within its grant, without using additional funds from HHS intended to expand Early Head Start or Head Start services, to enroll pregnant women or children whose family incomes exceed low-income guidelines or who are not otherwise eligible; and,</p>	<p>(vii) LPHS keeps an electronic and paper waiting list with the selection criteria of each child.</p> <p>Sect. (e-g) N/A</p>	<p>ERSEA Manager</p>	<p>On going</p>	<p>Waiting List are maintained.</p>
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<p><b>(iii) At least 51 percent of the program’s participants meet an eligibility criterion under paragraph (c)(1) of this section.</b></p> <p><b>(2) If another program does not serve the approved service area, the program must serve all eligible Indian and non-Indian pregnant women or children who wish to enroll before serving over-income pregnant women or children.</b></p> <p><b>(3) A program that meets the conditions of this paragraph (e) must annually set criteria that are approved by the policy council and the tribal council for selecting over-income pregnant women or children who would benefit from program services.</b></p> <p><b>(4) An Indian tribe or tribes that operates both an Early Head Start program and a Head Start program may, at its discretion, at any time during the grant period involved, reallocate funds between the Early Head Start program and the Head Start program in order to address fluctuations in client populations, including pregnant women and children from birth to compulsory school age. The reallocation of such funds</b></p>				
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<p>between programs by an Indian tribe or tribes during a year may not serve as a basis for any reduction of the base grant for either program in succeeding years.</p> <p><b><u>(f) Migrant or Seasonal eligibility requirements.</u></b></p> <p>A child is eligible for Migrant or Seasonal Head Start, if the family meets an eligibility criterion in paragraphs (c) and (d) of this section; and the family's income comes primarily from agricultural work.</p> <p><b><u>(g) Eligibility requirements for communities with 1,000 or fewer individuals.</u></b></p> <p>(1) A program may establish its own criteria for eligibility provided that it meets the criteria outlined in section 645(a)(2) of the Act.</p> <p>(2) No child residing in such community whose family is eligible under criteria described in paragraphs (c) through (f) of this section, may be denied an opportunity to participate in the program under the eligibility criteria established under this paragraph (g).</p>			
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	<p><b><u>(h) Verifying age.</u></b></p> <p>Program staff must verify a child’s age according to program policies and procedures. A program’s policies and procedures cannot require families to provide documents that confirm a child’s age, if doing so creates a barrier for the family to enroll the child.</p>	<p><b>(h) Verifying age</b></p> <p>LPHS will verify the age of a child with the legal birth certificate, a letter of birth on letterhead from the hospital where the child was born, or state immunization record LPHS will assist families in acquiring needed documents without creating barriers for enrolling children.</p>	<p>ERSEA Manager</p>	<p>On going</p>	<p>Age eligible children are selected without creating barriers</p>
	<p><b>(i) Verifying eligibility.</b></p> <p><b>(1) To verify eligibility based on income, program staff must use tax forms, pay stubs, or other proof of income to determine the family income for the relevant time period.</b></p> <p><b>(i) If the family cannot provide tax forms, pay stubs, or other proof of income for the relevant time period, program staff may accept written statements from employers, including individuals who are self-employed, for the relevant time period and use information provided to calculate total annual income with appropriate multipliers.</b></p>	<p><b>(i) Verifying eligibility</b></p> <p><b>(1) Income will be verified with the documentation of tax forms, pay stubs, SSI awards, pay envelopes, or documentation showing current status as recipients of public assistance.</b></p> <p><b>(i) When families do not have these documents available to them, written statements from employers will be required. This situation is most common with families that receive cash payments or are self-employed.</b></p>	<p>ERSEA Manager</p>	<p>On going</p>	<p>Income is verified</p>

	<p><b>(ii) If the family reports no income for the relevant time period, a program may accept the family’s signed declaration to that effect, if program staff describes efforts made to verify the family’s income, and explains how the family’s total income was calculated or seeks information from third parties about the family’s eligibility, if the family gives written consent. If a family gives consent to contact third parties, program staff must adhere to program safety and privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k)(2) of this section.</b></p> <p><b>(iii) If the family can demonstrate a significant change in income for the relevant time period, program staff may consider current income circumstances.</b></p> <p><b>(2) To verify whether a family is eligible for, or in the absence of child care, would be potentially eligible for public assistance, the program must have documentation from either the state, local, or tribal public assistance agency that shows the family either receives public assistance or that shows the</b></p>	<p><b>(ii) If a family reports no income, a notarized statement of no income will be accepted. Program staff will document efforts to show that third party permission was given by the family in order to verify no income. The information received is kept confidential.</b></p> <p><b>(iii) Any significant documented changes to a family’s income will result in a re-evaluation of the child’s eligibility.</b></p> <p><b>(2) When a family claims the receipt of public assistance, documentation from a state, or local agency will be required to determine eligibility based on public assistance.</b></p>	<p><b>ERSEA Manager</b></p>	<p><b>On going</b></p>	<p><b>Families receiving Public Assistance are identified</b></p>
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	<p>family is potentially eligible to receive public assistance.</p> <p>(3) To verify whether a family is homeless, a program may accept a written statement from a homeless services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, or notes from an interview with staff to establish the child is homeless; or any other document that establishes homelessness.</p> <p>(i) If a family can provide one of the documents described in this paragraph (i)(3), program staff must describe efforts made to verify the accuracy of the information provided and state whether the family is eligible because they are homeless.</p> <p>(ii) If a family cannot provide one of the documents described in this paragraph (i)(3) to prove the child is homeless, a program may accept the family's signed declaration to that effect, if, in a written statement,</p>	<p>(3) LPHS will accept a written statement from the person providing shelter, or other community agencies assisting the family with homeless services, indicating the homeless status of the family.</p> <p>(i)When a family is employed and homeless, documents of employment and a written statement of homelessness will be reviewed and verified by head start staff.</p> <p>(ii)All efforts will be made to have documentation of a family's homelessness, by accepting a signed statement from the homeless provider, or agency rendering services to the family. All documents will be reviewed and</p>	<p>ERSEA Manager</p> <p>ERSEA Manager</p> <p>ERSEA Manager</p>	<p>On going</p> <p>On going</p> <p>On going</p>	<p>Homeless children are identified and selected</p>
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	<p>program staff describe the child’s living situation that meets the definition of homeless in part 1305 of this chapter.</p> <p>(iii) Program staff may seek information from third parties who have firsthand knowledge about a family’s living situation, if the family gives written consent. If the family gives consent to contact third parties, program staff must adhere to program privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k) of this section.</p> <p>(4) To verify whether a child is in foster care, program staff must accept either a court order or other legal or government-issued document, a written statement from a government child welfare official that demonstrates the child is in foster care, or proof of a foster care payment</p> <p><u>(j) Eligibility duration.</u></p> <p>(1) If a child is determined eligible under this section and is participating in a Head Start program, he or she will remain</p>	<p>verified by head start staff.</p> <p>(iii) If a family reports homelessness, a notarized statement from a third party will be accepted. Program staff will document efforts to show that third party permission was given by the family in order to verify income. The information received is kept confidential.</p> <p>(4) LPHS will only accept court orders or other legal or government issued documents, a written statement from a government child welfare official that demonstrates the child is in foster care, or proof of a foster care payment verifying that a child is classified as a foster child.</p> <p><u>(j) Eligibility duration</u></p> <p>(1) A list will be compiled of those children eligible to return for a second year based on their birth dates. The families will be assigned</p>	<p>ERSEA Manager</p> <p>ERSEA Manager</p> <p>ERSEA Manager</p>	<p>On going</p> <p>On going</p> <p>On going</p>	<p>Foster Children are identified and selected</p> <p>Second or third year children are identified for re-enrollment</p>
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	<p>eligible through the end of the succeeding program year except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.</p> <p>(2) Children who are enrolled in a program receiving funds under the authority of section 645A of the Act remain eligible while they participate in the program.</p> <p>(3) If a child moves from an Early Head Start program to a Head Start program, program staff must verify the family's eligibility again.</p> <p>(4) If a program operates both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the program's Early Head Start, the program must ensure, whenever possible, the child receives Head Start services until enrolled in school, provided the child is eligible.</p>	<p>appointments to update their children's records, consent forms, etc. for the following school year. All families completing this information will automatically return for enrollment the following school year. If children choose another pre-kindergarten program then the Head Start waiting list will be utilized to fill a vacancy.</p> <p>(2) N/A</p> <p>(3.) N/A</p> <p>(4) N/A</p>			
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	<p><b><u>(k) Records.</u></b></p> <p><b>(1) A program must keep eligibility determination records for each participant and ongoing records of the eligibility training for staff required by paragraph (m) of this section. A program may keep these records electronically.</b></p> <p><b>(2) Each eligibility determination record must include:</b></p> <p><b>(i) Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility under paragraphs (h) and (i) of this section;</b></p> <p><b>(ii) A statement that program staff has made reasonable efforts to verify information by:</b></p> <p><b>(A) Conducting either an in-person, or a telephone interview with the family as described under paragraph (a)(1)(i) or (a)(2) of this section; and,</b></p> <p><b>(B) Describing efforts made to verify eligibility, as required under paragraphs (h) through (i) of this section; and,</b></p>	<p><b><u>(k) Records</u></b></p> <p><b>(1) All eligibility records are kept manually and electronically. Records of staff training on determining eligibility will be kept in the administration office.</b></p> <p><b>(2) Each eligibility determination record will include:</b></p> <p><b>i) Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility under paragraphs (h) and (i) of this section;</b></p> <p><b>(ii) An income verification form stating that program staff has made reasonable efforts to verify information will be completed on each child’s application and show:</b></p> <p><b>(A) An in-person, or a telephone interview with the family was conducted</b></p> <p><b>(B) Efforts made to verify income and the collection of required documents and third-party consent from the family if applicable.</b></p>	<p><b>ERSEA Manager</b></p>	<p><b>On going</b></p>	<p><b>Records are kept manually and electronically for three years</b></p> <p><b>Income are verified</b></p> <p><b>Verification form are signed by staff</b></p> <p><b>Income and eligibility are verified</b></p>
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	<p><b>collecting documents required for third party verification that includes the family’s written consent to contact each third party, the third parties’ names, titles, and affiliations, and information from third parties regarding the family’s eligibility.</b></p> <p><b>(iii) A statement that identifies whether:</b></p> <p><b>(A) The family’s income is below income guidelines for its size, and lists the family’s size;</b></p> <p><b>(B) The family is eligible for or, in the absence of child care, potentially eligible for public assistance;</b></p> <p><b>(C) The child is a homeless child or the child is in foster care;</b></p> <p><b>(D) The family was determined to be eligible under the criterion in paragraph (c)(2) of this section; or,</b></p> <p><b>(E) The family was determined to be eligible under the criterion in paragraph (d)(1) of this section.</b></p>	<p><b>(iii)The statement will also identify:</b></p> <p><b>(A)Whether the household income is below income guidelines for its size;</b></p> <p><b>(B)Whether the family is eligible for public assistance;</b></p> <p><b>(C)Whether the child is homeless or is a foster child;</b></p> <p><b>(D)Whether the family above income but eligible due to needs. The program ensures that no more than 10% will be from the 130% and above group.</b></p> <p><b>(E)Whether the family is eligible within the 101%-130% income guidelines, shows a need of service, and all efforts to recruit low-income families have been exhausted.</b></p>	<p><b>ERSEA Manager</b></p>	<p><b>On going</b></p>	<p><b>Verification of Income and eligibility are completed and kept on file.</b></p>
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	<p>eligibility information from families and third-party sources;</p> <p>(ii) Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,</p> <p>(iii) Explain program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.</p> <p>(2) A program must train management and staff members who make eligibility determinations within 90 days of hiring new staff.</p> <p>(3) A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.</p> <p>(4) A program must develop policies on how often training will be provided after the initial training</p>	<p>third-party sources that is complete and accurate for determining eligibility.</p> <p>(ii) On treating families with dignity and respect and dealing with possible issues of domestic violence, stigma, and privacy.</p> <p>(iii) LPHS will explain program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.</p> <p>(2) LPHS will train management and staff members who make eligibility determinations within 90 days of hiring new staff.</p> <p>(3) LPHS will train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.</p> <p>(4) LPHS has developed policies on how often training will be provided after the initial training. All staff will be trained on the eligibility rule during the yearly orientation in prior to the start of each school</p>			
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		year.			
1302.13	<p><b>Recruitment of children:</b></p> <p><b>In order to reach those most in need of services, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services, and encourage and assist them in applying for admission to the program. A program must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care</b></p>	<p><b>Recruitment of children:</b></p> <ol style="list-style-type: none"> <li><b>1. The largest recruitment effort is referred to as the Coordinated Enrollment Campaign as part of the newly formed Lafourche Early Childhood Network. The network consists of the Lafourche Parish Head Start program, the LEA's Pre-K program, and several Early Learning Centers.</b></li> <li><b>2. Recruitment is conducted year-round in Lafourche Parish for new children.</b></li> <li><b>3. The Coordinated Enrollment Campaign is planned by a committee of representatives from all programs involved. The following media is used to reach families: newspaper, public service announcements, radio, cable stations, fliers distributed to families currently enrolled in the Early Childhood Network, church bulletins, and posters displayed in the community.</b></li> <li><b>4. Applications are taken by all Early Childhood Network members, with parents prioritizing their choice of program. The committee reviews the application and makes recommendations of placement based on the criteria for each program.</b></li> <li><b>5. Applications are taken at advertised locations, by mail and on</b></li> </ol>	ERSEA Manager	February and On going	Eligible children and families are recruited



		<p>available websites. Any family missing the initial recruitment deadline will have the opportunity to apply for services. Occasionally, door-to-door recruitment may be used if there has been no significant number of eligible applications taken.</p> <p>6. Partnership agreements will be formed on an ongoing basis with public and private agencies to refer children to the HS program. Formal referrals from these agencies will be accompanied by an Inter-Agency Referral form stating the individual child’s need for the HS program.</p> <p>7. Head Start staff will meet with families to complete applications at recruitment locations during the Coordinated Enrollment Campaign. Those staff members will be responsible for gathering the requested information from families, such as proof of income, birth certificates, social security card, immunization records, and Medicaid cards.</p> <p>8. Families not attending organized recruitment activities can request applications to be mailed. Families will be provided with written instructions and a toll-free number to call for assistance.</p>			
1302.14	<p>Selection process:</p> <p><u>(a) Selection criteria.</u></p>	<p>Selection process:</p> <p><u>(a) Selection criteria.</u></p>	ERSEA Manager	Annually	A formal process is in place to



	<p>school day, the program must prioritize younger children as part of the selection criteria in paragraph (a)(1) of this section. If this priority would disrupt partnerships with local education agencies, then it is not required. An American Indian and Alaska Native or Migrant or Seasonal Head Start program must consider whether such prioritization is appropriate in their community.</p> <p>(4) A program must not deny enrollment based on a disability or chronic health condition or its severity</p> <p><u>(b) Children eligible for services under IDEA.</u></p> <p>(1) A program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the</p>	<p>refer children for services in the Head Start setting.</p> <p>(4) LPHS has identified children with disabilities as a priority for selection. These children receive additional points in the ranking system for those children with an established Evaluation or IEP. Also, all referrals for services (including those referrals from agencies serving children with disabilities) receive additional points.</p> <p><u>(b) Children eligible for services under IDEA.</u></p> <p>(1) LPHS attempts to enroll at least 10 percent of the total number of actual enrollment during an enrollment year.</p>			<p>Children with disabilities are identified for service</p> <p>IEP identified children are served</p>
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	<p>responsible HHS official grants a waiver.</p> <p>(2) If the requirement in paragraph (b)(1) of this section has been met, children eligible for services under IDEA should be prioritized for the available slots in accordance with the program’s selection criteria described in paragraph (a) of this section.</p> <p><u>(c) Waiting lists.</u> A program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program’s selection criteria.</p>	<p>(2) LPHS has identified children with disabilities as a priority for selection. These children receive additional points in the ranking system for those children with an established Evaluation or IEP. Also, all referrals for services (including those referrals from agencies serving children with disabilities) receive additional points. The number of children with disabilities receiving HS services is monitored throughout the school year by the Health Manager and ERSEA Manager utilizing a computerized child data system.</p> <p><u>(c) Waiting lists</u> As applications are received, they are processed and entered into the computerized child data system. The computerized child data system has a prioritization report based on our selection criteria is generated to determine the ranking score of each child. Records are updated as needed. Applications are filed in alphabetical order, and a prioritization report is generated as a vacancy occurs, which assures that the most eligible children are selected first. Waiting lists are updated as new applications are</p>			<p>Children with disabilities are served</p> <p>Waiting list are maintained annually</p>
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		received.			
1302.15	<p><b>Enrollment:</b></p> <p><b><u>(a) Funded enrollment.</u></b></p> <p>A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.</p> <p><b><u>(b) Continuity of enrollment.</u></b></p> <p>(1) A program must make efforts to maintain enrollment of eligible children for the following year.</p> <p>(2) Under exceptional circumstances, a program may maintain a child’s enrollment in Head Start for a third year, provided that family income is verified again. A program may maintain a child’s enrollment in</p>	<p><b>Enrollment:</b></p> <p><b><u>(a) Funded enrollment.</u></b></p> <p>As vacancies occur during the school year, teachers will forward Child Records Status Change Forms indicating drop dates of children. The ERSEA Manager will have no more than 30 calendar days to fill the slot with an eligible child from the waiting list.</p> <p><b><u>(b) Continuity of enrollment.</u></b></p> <p>(1) A list will be compiled of those children returning for a second year based on birth dates. These families will be assigned appointments to update their children’s records, consent forms, etc. for the following school year. All families completing this information will automatically return for enrollment the following school year.</p> <p>(2) Under exceptional circumstances, LPHS will maintain a child’s enrollment in Head Start for a third year, provided that family income is verified again. A program may maintain a child’s enrollment in Early Head Start as</p>	ERSEA Manager	Ongoing	<p>Funded enrollment met.</p> <p>Enrolled children may remain in HS until kindergarten</p> <p>Children meeting the third year exceptionality have their income verified to determine eligibility</p>

	<p><b>Early Head Start as described in §1302.12(j)(2).</b></p> <p><b>(3) If a program serves homeless children or children in foster care, it must make efforts to maintain the child’s enrollment regardless of whether the family or child moves to a different service area, or transition the child to a program in a different service area, as required in §1302.72(a), according to the family’s needs.</b></p> <p><b><u>(c) Reserved slots.</u></b></p> <p><b>If a program determines from the community assessment there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs. No more than three percent of a program’s funded enrollment slots may be reserved. If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled in accordance with paragraph (a) of this section.</b></p>	<p><b>described in §1302.12(j)(2).</b></p> <p><b>(3) LPHS serves homeless children and children in foster care, and makes every effort to maintain the child’s enrollment regardless of whether the family or child moves to a different service area, and works with the family to transition the child to a program in a different service area, as required in §1302.72(a), according to the family’s needs.</b></p> <p><b><u>(c) Reserved slots.</u></b></p> <p><b>LPHS will reserve a slot for homeless and foster care children within a 30 day period. A maximum of 9 slots may be reserved for homeless and/or foster care children, when a vacancy occurs. If these slots are not filled then the vacancy will be filled in accordance with paragraph (a) of this section.</b></p>	<p><b>ERSEA Manager</b></p>	<p><b>On going</b></p>	<p><b>Homeless and Foster Care children have continuity of service.</b></p> <p><b>Homeless and Foster Care children will be afforded equal opportunities of services.</b></p>
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	<p><b><u>(d) Other enrollment.</u></b></p> <p>Children from diverse economic backgrounds who are funded with other sources, including private pay, are not considered part of a program’s eligible funded enrollment.</p> <p><b><u>(e) State immunization enrollment requirements.</u></b></p> <p>A program must comply with state immunization enrollment and attendance requirements, with the exception of homeless children as described in §1302.16(c)(1)</p> <p><b><u>(f) Voluntary parent participation.</u></b> Parent participation in any program activity is voluntary, including consent for data sharing, and is not required as a condition of the child’s enrollment.</p>	<p><b><u>(d) Other enrollment</u></b></p> <p>LPHS does not utilize its facilities for any other programs including private pay.</p> <p><b><u>(e) State immunization enrollment requirements.</u></b></p> <p>LPHS does comply with the Louisiana state immunization policy. A child may not enter if their immunizations are not up to date, unless an immunization refusal waiver form is completed</p> <p><b><u>(f) Voluntary parent participation</u></b> Participating in volunteer program activities is not mandatory or a condition of a child’s enrollment. However, parents are encouraged to engage in volunteer program activities.</p>	<p>ERSEA and Health Manager</p>	<p>Prior to enrollment</p>	<p>N/A</p> <p>Selected children meet LA immunization policy prior to entry.</p> <p>N/A</p>
<p>1302.16</p>	<p>Attendance:</p> <p><b><u>(a) Promoting regular attendance.</u></b> A program must track attendance for each child.</p>	<p>Attendance:</p> <p><b><u>(a) Promoting regular attendance.</u></b> LPHS will track attendance for each child using the computerized child data system.</p>	<p>ERSEA Manager</p>	<p>On going</p>	<p>Monthly average attendance is monitored in order to maintain attendance rate at 85 % or above</p>

	<p><b>(1) A program must implement a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child’s well-being.</b></p> <p><b>(2)A program must implement strategies to promote attendance. At a minimum, a program must:</b></p> <p><b>(i) Provide information about the benefits of regular attendance;</b></p> <p><b>(ii) Support families to promote the child’s regular attendance;</b></p> <p><b>(iii) Conduct a home visit or make other direct contact with a child’s parents if a child has multiple unexplained absences (such as two consecutive unexplained absences); and,</b></p>	<p><b>(1) Staff will attempt to make contact with the parent of an absent child as soon as possible then submit daily absentee reports to the Family Involvement Specialists.</b></p> <p><b>(2)At a minimum, LPHS program will:</b></p> <p><b>(i)At parent orientation, the importance of regular attendance is discussed with parents. Staff provide information about the benefits and importance of regular attendance.</b></p> <p><b>(ii)Staff works together in assisting families to have their child’s attendance become regular by exhausting all possible resources.</b></p> <p><b>(iii) FIS investigate irregular attendance patterns and those in which the child has five consecutive or monthly unexcused absences. Methods of contact will include</b></p> <p><b>(iii) FIS investigates irregular attendance patterns and those in</b></p>	<p><b>ERSEA Manager FIS, Teachers</b></p>	<p><b>On going</b></p>	<p><b>Child absences are reduced</b></p>
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	<p>(iv) Within the first 60 days of program operation, and on an ongoing basis thereafter, use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management, as necessary.</p> <p>(3) If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance, including as described in paragraph (a)(2) of this section. If the child's attendance does not resume, then the program must consider that slot vacant. This action is not considered expulsion as described in §1302.17.</p>	<p>which the child has five consecutive or monthly unexcused absences. Methods of contacts will include telephone, letter and home visits as necessary to return the child to the classroom. These activities are documented on family contact sheets, visitation reports, and letters. FIS attempt to assist the family in resolving their issues affecting the child's attendance.</p> <p>(iv) Attendance is tracked using the computerized child data system.</p> <p>(3) When there are no solutions available to the family, the staff must drop the child from the program creating an enrollment vacancy.</p>			<p>A child absence is reduced when possible or another child is place to receive services.</p>
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	<p><b><u>(b) Managing systematic program attendance issues.</u></b></p> <p><b>If a program’s monthly average daily attendance rate falls below 85 percent, the program must analyze the causes of absenteeism to identify any systematic issues that contribute to the program’s absentee rate. The program must use this data to make necessary changes in a timely manner as part of ongoing oversight and correction as described in §1302.102(b) and inform its continuous improvement efforts as described in §1302.102(c).</b></p> <p><b><u>(c) Supporting attendance of homeless children.</u></b></p> <p><b>(1) If a program determines a child is eligible under §1302.12(c)(1)(iii), it must allow the child to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. A program must work with families to get children immunized as soon as possible in order to comply with state licensing requirements.</b></p>	<p><b><u>(b) Managing systematic program attendance issues</u></b></p> <p><b>If a child’s attendance falls below 85% the program will analyze through the computerized child data system the reason for the absenteeism to identify any issues that are a contributing factor. Once these factors are identified a plan of action is developed for the child’s return to normal attendance.</b></p> <p><b><u>(c) Supporting attendance of homeless children</u></b></p> <p><b><u>(1)LPHS</u> allow the child to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. A program must work with families to get children immunized as soon as possible in order to comply with state licensing requirements.</b></p>			<p><b>A greater number of homeless families have resources to meet the attendance for their child.</b></p>
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	<p><b>(2) If a child experiencing homelessness is unable to attend classes regularly because the family does not have transportation to and from the program facility, the program must utilize community resources, where possible, to provide transportation for the child.</b></p>	<p><b>(2) At registration, a survey is conducted to determine the greatest need for transportation services. Lafourche Parish Head Start makes all efforts to transport as many families as possible. However, Lafourche Parish has limited public transportation available to its residents. Therefore, LPHS program partners with local agencies to provide transportation services to HS families at the lowest possible rates available.</b></p>			
<p><b>1302.17</b></p>	<p><b>Suspension and expulsion:</b></p> <p><b><u>(a) Limitations on suspension.</u></b></p> <p><b>(1) A program must prohibit or severely limit the use of suspension due to a child’s behavior. Such suspensions may only be temporary in nature.</b></p> <p><b>(2) A temporary suspension must be used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.</b></p> <p><b>(3) Before a program determines whether a temporary suspension is necessary, a program must engage with a mental health consultant, collaborate with the parents, and utilize appropriate community resources – such as behavior coaches, psychologists,</b></p>	<p><b>LPHS will not suspend or expel any child from its program.</b></p>	<p><b>ERSEA Manager</b></p>	<p><b>On going</b></p>	<p><b>No child is suspended or expelled from the program</b></p>

<p><b>other appropriate specialists, or other resources – as needed, to determine no other reasonable option is appropriate.</b></p> <p><b>(4) If a temporary suspension is deemed necessary, a program must help the child return to full participation in all program activities as quickly as possible while ensuring child safety by:</b></p> <p><b>(i) Continuing to engage with the parents and a mental health consultant, and continuing to utilize appropriate community resources;</b></p> <p><b>(ii) Developing a written plan to document the action and supports needed;</b></p> <p><b>(iii) Providing services that include home visits; and,</b></p> <p><b>(iv) Determining whether a referral to a local agency responsible for implementing IDEA is appropriate.</b></p> <p><b><u>(b) Prohibition on expulsion.</u></b></p> <p><b>(1) A program cannot expel or unenroll a child from Head Start because of a child’s behavior.</b></p> <p><b>(2) When a child exhibits persistent and serious challenging behaviors, a</b></p>				
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<p><b>program must explore all possible steps and document all steps taken to address such problems, and facilitate the child’s safe participation in the program. Such steps must include, at a minimum, engaging a mental health consultant, considering the appropriateness of providing appropriate services and supports under section 504 of the Rehabilitation Act to ensure that the child who satisfies the definition of disability in 29 U.S.C. 705(9)(b) of the Rehabilitation Act is not excluded from the program on the basis of disability, and consulting with the parents and the child’s teacher, and:</b></p> <p><b>(i) If the child has an individualized family service plan (IFSP) or individualized education program (IEP), the program must consult with the agency responsible for the IFSP or IEP to ensure the child receives the needed support services; or,</b></p> <p><b>(ii) If the child does not have an IFSP or IEP, the program must collaborate, with parental consent, with the local agency responsible for implementing IDEA to determine the</b></p>				
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	<p>child's eligibility for services.</p> <p>(3) If, after a program has explored all possible steps and documented all steps taken as described in paragraph (b)(2) of this section, a program, in consultation with the parents, the child's teacher, the agency responsible for implementing IDEA (if applicable), and the mental health consultant, determines that the child's continued enrollment presents a continued serious safety threat to the child or other enrolled children and determines the program is not the most appropriate placement for the child, the program must work with such entities to directly facilitate the transition of the child to a more appropriate placement.</p>				
<p>1302.18</p>	<p><b>Fees:</b>  <u>(a) Policy on fees</u>          .A program must not charge eligible families a fee to participate in Head Start, including special events such as field trips, and cannot in any way condition an eligible child's enrollment or participation in the program upon the payment of a fee.</p> <p><u>(b) Allowable fees.</u></p>	<p><b>LPHS does not charge any fees for participation in the program.</b></p>			<p><b>Head Start charges no fees</b></p>

	<p><b>(1) A program must only accept a fee from families of enrolled children for services that are in addition to services funded by Head Start, such as child care before or after funded Head Start hours. A program may not condition a Head Start child's enrollment on the ability to pay a fee for additional hours.</b></p> <p><b>(2) In order to support programs serving children from diverse economic backgrounds or using multiple funding sources, a program may charge fees to private pay families and other non-Head Start enrolled families to the extent allowed by any other applicable federal, state or local funding sources.</b></p>				
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