



BISHOP INDIAN HEAD START
405 N. BARLOW LANE
BISHOP, CA 93514
760-872-3911



Bishop Indian Head Start ERSEA Policies and Procedures ERSEA Forms

Key Indicators of Program Performance

1. Recruitment and Selection

The program implements practices to ensure eligible children and pregnant women are recruited and given priority for enrollment.

2. Eligibility

The program verifies eligibility and enrolls children and pregnant women according to Federal regulations.

3. Enrollment

The program has practices in place to ensure maintenance of funded enrollment and at least 10% of enrollment of children with disabilities.

4. Attendance and Participation

The program monitors daily attendance for center-base programs and ensures that no child's enrollment, in any program option, is contingent on payment of a fee.

Approval Dates

Last Approved by Parent Policy Council on 9-27-2011

Last Approved by Tribal Council on 10-14-2011

Updates to Policies and Procedures began 11-5-2012

Selection Criteria reviewed, discussed and approved 11/30/12

ERSEA Policies and Procedures reviewed, discussed and approved by Policy Council on 12/13/12 and by Tribal Council on 12/30/12.

Updates began to the Selection Criteria, Recruitment plan, and Policies and Procedures began March 16th 2016. ERSEA Policies and Procedures reviewed, discussed and approved by Policy Council on April 15th 2016 and by The Bishop Paiute Tribal Council on May 26th 2016.

Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) defines how Head Start programs recruit, select, and enroll children and families. Programs are responsible for assessing their own communities and recruiting children and families who are in need, including families below the poverty line, children with disabilities, families that are homeless, and pregnant women. Programs must have established procedures for verifying eligibility and selecting the children and families to be enrolled in their Head Start programs. Attendance must be monitored and appropriate follow-up conducted with families when attendance issues arise. By monitoring ERSEA, the Office of Head Start (the OHS) is better able to ensure that our country's neediest families and children are recruited and enrolled in an Early Childhood Education program.

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Eligibility Forms:

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- Student Residency Questionnaire
- Current Poverty Guidelines issued by the Office of the Administration for Children and Families
- BIHS Income Calculation Worksheet
- Income Verification
- Third Party Verification
- Self-Declaration Letter
- Head Start Eligibility Verification Form
- Zero Income Statement

Recruitment Forms:

- BIHS Enrollment Checklist/USDA Prohibits discrimination
- BIHS Enrollment Interest Form/BIHS Enrollment Application Form
- BIHS Application Prioritization
- BIHS Available Funding Slots By Class
- Enrollment Report
- List of Children on Waiting List by need
- Monthly Progress Reports
- 60-day Vacancy Report
- 30-day Vacancy Report
- BIHS Planning Calendar and Timelines
- Recruitment Action Plan

Selection Forms:

- Selection Criteria Worksheet
- Wait List with Criteria Score and Income
- Selection Criteria Summary Score Sheet

Enrollment and Re-Enrollment Forms:

- Enrollment Report
- Wait List with Criteria Score and Income
- 30 Day Vacancy Report (60 Day Vacancy Report)
- Termination Form

Attendance Forms:

- Classroom Attendance Log
 - Center Attendance Log (ADA Form)
 - Attendance Plan
 - Individual Monthly Absent Form
 - Sample letter to family regarding unexcused absences
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ERSEA

Determining, Verifying, and Documenting Eligibility

Eligibility: The program verifies eligibility and enrolls children and pregnant women according to Federal regulations.

Policy

In order to update and strengthen the content of 1305.4 related to determining, verifying, and documenting BIHS program eligibility consistent with changes made through 2007 reauthorization of the Head Start Act, OHS has proposed to revise the heading of 1305.4 **“Age of child and family income eligibility”** to read **“Determining, verifying, and documenting eligibility.”**

Procedure

1. BIHS is required to verify family income (1305.4 (c));
2. BIHS will identify which documents should be reviewed (1305.4 (d));
3. BIHS will establish rules under which BIHS must maintain a signed statement by an employee that identifies which documents were examined and stating the child is eligible (1305.4 (e));
4. **Age Eligibility:** To be age eligible for BIHS services, a child must be at least three years old by the date used to determine eligibility for the Bishop School District and not older than the age of required school attendance (1305.4);
5. **Categorical Eligibility:** Age eligible children are categorical eligibility for enrollment in BIHS if:
 - 1) The child's family is eligible or, in the absence of child care, would potentially be eligible for public assistance;
 - 2) The child's income is below the poverty line;
 - 3) The child's family is receiving public assistance (SSI and TANF)
 - 4) The child is homeless, as defined in 1305.2 (i); or
 - 5) The child is in foster care, as defined in 1355.20 (a).
6. **Income Eligibility:** Except as provided in section 645 (a)(2) of the Head Start Act:
 - a) Age eligible children from low-income families shall be eligible for participation in BIHS
 - b) **Special Rule for Indian Tribes:** BIHS is operated by and Indian Tribe (Bishop Paiute Tribe) and may enroll more than 10 percent of its children from families whose income exceeds the low-income guidelines or are not categorically eligible when the following guidelines are met:
 - 1) All children from Indian and non-Indian families living on the reservation that meet the low-income guidelines or are categorically eligible who wish to be enrolled in the program are served by the program;
 - 2) All children from income-eligible or categorically-eligible Indian family's native to the reservation living in non-reservation areas, approved as part of the Tribe's

service area, who wish to be enrolled in the program, are served by the program. In those instances, in which the non-reservation area is not served by another Head Start, the Tribe must serve all income-eligible and categorically-eligible Indian and Non-Indian children whose families wish to enroll then in the program prior to serving over-income children.

- 3) The Tribe has the resources within the grant or from other non-Federal sources to enroll children from families whose incomes exceed the low-income guidelines or are not categorically eligible without using additional funds from HHS intended to expand Head Start; and
 - 4) at least 51 percent of the children to be served by BIHS are from families that meet the income-eligible guidelines or are categorically eligible.
 - 5) BIHS will annually set criteria that are approved by the Policy Council and the Tribal Council for selecting over-income children who would benefit from such a program.
7. **Income Verification:** Before a child is determined to be eligible on the basis of family income, the child's parent, guardian or other person(s) seeking services for the child who has knowledge of the family's finances must submit information to BIHS concerning the family's income. Verification must include examination of documents such as:
- a) Individual income tax forms,
 - b) W-2 forms,
 - c) Pay Stubs,
 - d) Pay Envelopes, or
 - e) Written statements from employers (if individual Income Tax Forms, W-2 forms, Pay Stubs, or Pay Envelopes are not available).
 - f) Documentation showing current status as recipients of public assistance; and declaration of zero income.
8. **Poverty Guidelines:** Income must be compared to the poverty guidelines for the appropriate size of family, and BIHS staff must document whether a child's family qualifies as a low-income family under the income guidelines for the appropriate family size.
9. **Third Party Verification:** (1) When appropriate, in cases in which no documentation regarding the income eligibility of the child has been received by BIHS, or when it is either more efficient or reliable to do so rather than to search for eligibility documentation, BIHS may seek information from third parties who have first-hand knowledge about the child's eligibility, and document the names, titles, and relationship to the applicant in the participant's record. (2) BIHS may also see third party verification in cases where documents are not submitted to prove a claim that a family has no income. (3) If BIHS plans to seek third party verification from one or more entities regarding an applicant's eligibility, BIHS must inform applicant about each entity that they intend to contact. In addition, the applicant must sign a consent form permitting BIHS to contact specified third parties; this provides applicant the

opportunity to withhold their consent for third party verification from one or more entities. (4) *If applicants do not sign the consent form BIHS **may not** contact that entity and the applicant remains responsible for providing appropriate documentation.*

10. **Contacting Third Parties:**

- a) BIHS will limit the information discussed and questions posed to the third to the information necessary to obtain the required eligibility information.
- b) BIHS will be especially sensitive to any potential domestic violence issues prior to seeking verification of the required eligibility information.

11. **Verification of Categorical Eligibility:**

(1) Before a child is determined to be eligible on the basis of categorical eligibility, the child's parent, guardian or other person(s) seeking services for the child who has knowledge of the family's situation must submit information to BIHS concerning the family's categorical eligibility. Verification of categorical eligibility must include examination of documents such as:

- 1) A copy of official documents demonstrating that the child, child's parent, or guardian, is eligible or in the absence of child care, would potentially be eligible for public assistance;
- 2) A copy of the court order or other legal or government-issued document or statement of a government child welfare official demonstrating the child is in foster care; or
- 3) A copy of any other source document that establishes categorical eligibility

(2) In place of the foregoing documents, BIHS can substitute a written statement of a BIHS staff member certifying that the BIHS staff member has made reasonable effort to confirm a child is homeless, as defined in 1305.2 (i). The lack of documentation of homelessness should not be a barrier to enrollment.

12. **Third Party Verification:** (1) When appropriate, in cases in which no documentation regarding the eligibility of the child has been received by BIHS, or when it is either more efficient or reliable to do so rather than to search for eligibility documentation, BIHS may seek information from third parties who have first-hand knowledge about the child's eligibility, and document the names, titles, and relationship to the applicant in the participant's record. (2) BIHS may also see third party verification in cases where documents are not submitted to prove a claim that a family has no income. (3) If BIHS plans to seek third party verification from one or more entities regarding an applicant's eligibility, BIHS must inform applicant about each entity that they intend to contact. In addition, the applicant must sign a consent form permitting BIHS to contact specified third parties; this provides applicant the opportunity to withhold their consent for third party verification from one or more entities. (4) *If applicants do not sign the consent form BIHS **may not** contact that entity and the applicant remains responsible for providing appropriate documentation.*

13. **Contacting Third Parties:**

- a) BIHS will limit the information discussed and questions posed to the third to the information necessary to obtain the required eligibility information.
- b) BIHS will be especially sensitive to any potential domestic violence issues prior to seeking verification of the required eligibility information.

14. **Records and Certifications:** BIHS will keep an eligibility determination record for each child as part of the record maintained by BIHS on that individual, which may include:

(1) Copies of all documents submitted by persons seeking services on behalf of a child to BIHS by such persons or other persons relating to the child's eligibility for services and any BIHS staff member's notes recording any other information related to eligibility received from any sources;

(2) A copy of the statements and documents required

(3) A signed and dated statement by the person seeking services certifying that the documents and information that the person provided concerning eligibility are accurate to the best of the person's knowledge;

(4) Documentation establishing that a BIHS staff member has sought to verify the accuracy of the information on eligibility provided to BIHS by:

- a) Conducting an in-person interview with the child's parent, guardian, or other person(s), seeking services for the child who has knowledge of the family's situation; and
- b) When appropriate, in cases in which no documentation regarding the income eligibility of the child has been received by BIHS, or when it is either more efficient or reliable to do so rather than to search for eligibility documentation, BIHS may seek information from third parties who have first-hand knowledge about the child's eligibility, whose names, titles, and affiliation will be documented in the record, and the applicant's signed consent form permitting the program to contact each particular third party, as required.

(5) A record of the eligibility criterion under which the child was determined eligible as:

- a) Having income below the income guideline for the family size, with the family size used documented;
- b) Being eligible or, in the absences of child care, being potentially eligible for public assistance;
- c) Being a homeless child, including provisions of 1305.2 (i) under which a child was determined to be homeless;
- d) Being a child in foster care;
- e) Being a child in the area who would benefit from such programs but who is

not otherwise eligible for services (total enrollment in this category in this category not to exceed 49% percent of the enrollment slots);

- (6) A signed and dated statement by a BIHS staff person who made the eligibility determination certifying that the information on eligibility in the file is accurate to the best of the person's knowledge, and based on that information, the person has determined the child to be eligible for services.
 - (7) Retention and access practices for eligibility determination records for each child described under this paragraph must be consistent with section 647 of the Head Start Act and the uniform requirement regulations regarding HHS grant awards implementation at 45 CFR 74.53 for awards and sub-awards to institutions of higher education, hospitals, other nonprofit organizations, and commercial organizations and 45 CFR 92.42 for grants and cooperative agreements to State, local, and Tribal governments.
15. The Family Advocate and or Health and Disabilities Manager will attach all referrals, IEPs, IFSPs or health information to the child's application.
 16. All eligible families will be placed on the appropriate wait list(s) by the Family Advocate.
 17. The application staff will send one of three letters or phone calls to parents regarding the status of the application. Letters or phone calls may include:
 - 1) Family is eligible and child placed on wait list.
 - 2) More information or documentation required.
 - 3) Family is over income but may be enrolled as space allows.
 18. Age eligible children that are not enrolled in a given program year must re-establish eligibility and income verification to be considered for enrollment in the following program year.
 19. **Establishment of agency policies regarding violation of eligibility determination regulations, policies and procedures:** BIHS will establish policies and procedures describing the actions that will be taken against BIHS staff who commit intentional violations of Federal, State, and BIHS eligibility determination regulations, policies and procedures, including enrolling children who staff have not documented as eligible to participate in the program. (See Bishop Paiute Employee Handbook)
 20. **Training:** BIHS will train Tribal Council, Policy Council, management and those staff members who have responsibility to make participant eligibility determinations on Federal and BIHS eligibility determination regulations, policies and procedures, including verification, certification, and documentation requirements within 30 days following the effective date of rule, and within 30 days of hiring or beginning of tenure of new governing body, policy council, management and those staff members who have responsibility to make participant eligibility determination. To ensure that Tribal

Council and Policy Council, management and those staff members who have responsibility to make participant eligibility determinations are aware of all current eligibility determination regulations, and policies and procedures:

- 1) BIHS will include ERSEA training in its T/TA plan and program governance calendar yearly
- 2) BIHS will include ERSEA follow-up training in its T/TA plan and program governance calendar yearly
- 3) Trainings will include:
 - a) Explanation of the legal consequences and strategies for obtaining facts necessary for complete and accurate eligibility determination; and
 - b) Information on methods and strategies for obtaining facts necessary for complete and accurate eligibility determinations. Such methods and strategies must address treating families with dignity and respect and give due regard for possible issues of domestic violence, stigma, and privacy.

This policy complies with Head Start Performance Standard 1305, 1305.4, 1305.6, 1305.7. 1305.4(c) 1305.4(d) , 1305.4(e), 1305.4(a), 1305.4(i) , 1305.4(j) 1305.4(l)

Original BIHS Policy on Eligibility Determination was approved by Policy Council April 18th, 2008 and October 14th, 2011. It was approved by Tribal Council on October 14th, 2011. Updated November 11, 2012; ERSEA Policies and Procedures reviewed, discussed and approved by Policy Council on 12/13/12 and by Tribal Council on 12/30/12. Updated 3/17/2016

Eligibility Forms:

- Family Determination Form
- Student Residency Questionnaire
- Current Poverty Guidelines issued by the Office of the Administration for Children and Families
- BIHS Income Calculation Worksheet
- Income Verification
- Third Party Verification
- Self-Declaration Letter
- Head Start Eligibility Verification Form
- Zero Income Statement

In summary, the BIHS Program is in compliance if:

Program staff verified each child's eligibility and included in each file an eligibility determination record that includes:

BIHS ERSEA Policies and Procedures updated for 2016-2017 program year.

- A statement signed by a program employee identifying the child's eligibility category and the documents examined to determine eligibility.

Note: For children enrolled after September 1, 2015 the following additional requirements apply:

- Documentation that an in-person or telephone-interview took place, including documentation, if not conducted in person, as to why the interview was not conducted in-person.
- Documents or statements program staff used to verify eligibility, including documentation of zero income, self-declaration of income, or verification through third parties.

Note: Signed statements may list one of the following acceptable forms of proof of eligibility: individual Income Tax Form 1040; W-2 forms; pay stubs, pay envelope, or employers' written statements; documentation showing current status as recipients of public assistance; and declarations of zero income. Also, note that homeless children and foster children are categorically eligible.

The program enrolls children who are categorically eligible (who fall within defined income-eligibility requirements).

Defined Eligibility Requirements include:

- Family income below the poverty line.
- Family or child receiving public assistance (SSI and TANF).
- Homelessness
- Child's status as a foster child

Additional income-eligibility includes:

Note: Being a recipient of food stamps does not, in and of itself, make a child eligible for the Head Start program.

American Indian/Alaska Native (AIAN) programs ensure that children who meet the following requirements are enrolled before enrolling more than 10 percent over-income children:

- All income-eligible children who wish to enroll living on the reservation
- All income-eligible children who wish to enroll and are native to the reservation but are living in non-reservation areas
- All income-eligible non-AIAN children whose families wish to enroll if the non-reservation area is not served by another Head Start program

Note: Applies only to AIAN programs

Child File Review and Monitoring Questions

Summary Results for Review of Signed Statement Form:

- ▶ Is an eligibility-determination record available for this child, either hard copy or electronic?
- ▶ (Asked if child enrolled after September 1, 2015) Does the eligibility-determination record contain documentation of an in-person interview conducted with the family to determine eligibility?
- ▶ (Asked if child enrolled after September 1, 2015) Is there documentation that a telephone-interview took place, including documentation as to why the interview was not conducted in-person?

- ▶ (Asked if child enrolled after September 1, 2015) What was the reason a phone-interview rather than an in-person interview occurred?
- ▶ Does the eligibility-determination record contain a statement that identifies the child's verified eligibility status, and is it signed by a program employee?
- ▶ Did the statement indicate which documents were examined in accordance with 1305.4(d) to determine whether the child was eligible to participate in the program?
- ▶ Does the eligibility-determination record contain copies of documents or statements program staff used to verify eligibility, including documentation of zero income, self-declaration of income, or verification through third parties?
- ▶ Indicate the type of documentation retained.
- ▶ Is there record program staff:
 - Secured written consent from the family to contact each third party
 - Documented the name, title, and affiliation/relationship for each third party
 - Obtained information from third parties regarding the family's eligibility

Summary Results for Review of Signed Statement Form:

- ▶ Under which eligibility status did the program enroll the child?
- ▶ Does the eligibility status from your re-determination match the status selected by the program?
- ▶ Select the eligibility status of the child based on the re-determination.

Summary Results for Review of Signed Statement Form:

- ▶ Under which eligibility status did the program enroll the child?
- ▶ Using the documents present in the child file, re-determine the child's eligibility status. Did the program enroll the child using the correct eligibility status?
- ▶ Under which eligibility status should the program have enrolled the child?

Interview—ERSEA Coordinator

Interview the ERSEA Coordinator about the program's enrollment process. Ask him or her to describe the program's enrollment process in detail and provide you with information on how enrollment decisions are made.

Prior to the program enrolling children whose families exceed the low-income guidelines, AIAN programs must ensure it first enrolls:

- All children from Indian and non-Indian families living on the reservation that meet the low-income guidelines and who wish to be enrolled in Head Start
- All children from income-eligible Indian families native to the reservation but living in non-reservation areas approved as part of the Tribe's service area who wish to be enrolled in Head Start

Recruitment Process

Policy

BIHS will develop a recruitment plan each year to systematically identify families with children who have the greatest needs of Head Start Services. BIHS will actively inform all families within the recruitment area of the availability of services, and encourage them to apply for admission to the program. BIHS will obtain a number of enrollment applications that is greater than the enrollment opportunities that are available, in order to select the greatest need for BIHS services.

Procedure

1. Refer to Recruitment Action Plan for outline of specific tasks, responsibilities and duties. BIHS will be involved in the recruitment process throughout the year.
2. The recruitment action plan is reviewed annually by the Policy Council.
3. Recruitment activities will encompass the entire service area of Bishop Paiute Reservation. Including Indian families native to the reservation living in non-reservation areas, approved as part of the Tribe's service area. Target area is defines as Colonies, Reservations and Rancherias, then the areas surrounding them.
4. All children from Indian and non-Indian families living on the reservation that meet the low-income guidelines are eligible to be served by the program.
5. Head Start parents are requested to inform relatives and friends with eligible children about program recruitment.
6. Applications will be made available online and at a variety of locations to ensure that interested persons have ready access and agencies can readily refer clients to the program. Networking with community agencies that serve children and families on a daily basis that may be eligible for Head Start services.
7. Develop appropriate Memorandum of Agreements with local resources to assure services will be provided for eligible children and families.
8. Announcements are posted in high traffic areas such as Tribal Offices, Toiyabe Health Clinics, Community Service Center, community and local service buildings, businesses, churches, and local and Tribal newspapers. Community and public service announcements (PSA) are arranged with radio and television stations (when available). (see Recruitment Action Plan)
9. Translators will translate materials as needed and provide assistance to families during the recruitment process.
10. The recruitment effort includes recruiting children who have severe disabilities, including children who have been previously identified as having disabilities. Actual

program enrollment is composed at least 10 percent of children with disabilities. BIHS will maintain communication with agencies that provide services to children with disabilities. Agencies serving children with disabilities will be encourage to make referrals to BIHS. BIHS is expected to reach the 10 percent requirement by mid-year.

11. Head Start staff will participate in community events to promote and provide information about the program.
12. Canvassing the local community through door-to-door contact.
13. **Recruitment Documentation:** Recruitment efforts will be kept and filed with the Family Advocate/and or in the ERSEA Policy and Procedure Service Plan Binder in Director's office. Documentation may include recruitment adds, posters, emails, local newsletters and Tribal newsletters, and flyers.
14. **Administrative/Staff Responsibilities:**
 - 1) The Director through the coordination with the Family Advocate is responsible monitoring the completion of all recruitment efforts.
 - a) BIHS enrolled 100% of its funded enrollment; and
 - b) Maintained an active and ranked waiting list at all times
 - c) Ongoing activities and community outreach to identify underserved populations;
 - d) To ensure that eligible children enter the program as vacancies occur
 - 2) The BIHS staff will assist families in filling out the Enrollment Interest Form and provide the Family Advocate with the completed Enrollment Interest Form in efforts for the family Advocate to make an appointment with the parent, guardian or other person seeking services for a child who has knowledge of the family's situation.
 - 3) The Family Advocate will assist families in filling out the application (Enrollment Form) in order to ensure that all information needed for selection is complete.
 - 4) All BIHS classroom teachers and assistant teachers will recruit Head Start parents by requesting to inform relatives and friends with eligible children about program recruitment. All BIHS classroom teachers and assistant teachers will document efforts on a Family Contact Form during Parent Teacher conferences. All BIHS classroom teachers and assistant teachers are encouraged to refer contact information to Family Advocate.
 - 5) The Family Advocate will designate a place in their community where BIHS application and or/ Enrollment Interest Forms can be picked up during the summer months. Locations may include, Bishop Paiute Tribal Website, Bishop Paiute Tribal Office, Education Department, Community Services, and local community daycare. The designated area will be listed on the recruitment posters, so families are aware of the availability of BIHS applications in their community.

BIHS ERSEA Policies and Procedures updated for 2016-2017 program year.

- 6) The Director and Family Advocate will have documentation to support monthly enrollment data submitted to the Office of Head Start.

This policy complies with Head Start Performance Standard 45 CFR Section 1305.5

Original BIHS Policy on Eligibility Determination was approved by Policy Council April 18th, 2008 and October 14th, 2011. It was approved by Tribal Council on October 14th, 2011. ERSEA Policies and Procedures reviewed, discussed and approved by Policy Council on 12/13/12 and by Tribal Council on 12/30/12. Updated 3/17/2016

Updated November 11, 2012

Recruitment Forms:

- BIHS Enrollment Checklist/USDA Prohibits discrimination
- BIHS Enrollment Interest Form/BHHS Enrollment Application Form
- BIHS Application Prioritization
- BIHS Available Funding Slots by Class
- Enrollment Report
- List of Children on Waiting List by need
- Monthly Progress Reports
- 30-day Vacancy Report/60-day Vacancy Report
- BIHS Planning Calendar and Timelines
- Recruitment Action Plan

Bishop Indian Head Start
ERSEA

Selection Process

Policy

BIHS will establish and annually review the program selection criteria. These criteria will consider the age of the child, and the extent to which the family meets the criteria established. Ten percent of enrollment opportunities each year will be made available to children with disabilities.

Procedure

1. Over-income children will be placed on the waiting list following any income-eligible children, and will be considered only if no income-eligible children are on the waiting list, and upon consulting with the ERSEA Manager. *(At least 51% of the total BIHS enrollment of children must be from families who are below the current poverty income guidelines).*
2. The Head Start database will develop a waiting list report using the following point system:

Sample (Review Current Criteria Selection)

Child's Family Income (95 points maximum possible)	
Income Selection Criteria	Score

Below federal poverty guidelines	95
Between 100%-130% of the Federal poverty guidelines	85
Over-Income-counted as part of the 49% maximum for AI/AN programs	75

Child's age (95 points maximum possible)	
Age Selection Criteria	Score
4 years, 6 months - compulsory school age	95
4 years, 5 months - 4 years, 0 months	85
3 years, 11 months - 3 years, 6 months	75
3 years, 5 months – 3 years, 0 months	65

Child's Special Needs (95 points maximum possible)	
Special Needs Selection Criteria	Score
TANF	95
SSI	95
Homeless	95
Foster Care	95
Public Assistance	95
Child (Native and Non-Native) lives on reservation	95
Child is a Tribal Member or in process of enrollment	85
All children from income-eligible Indian families native to the reservation living in non-native areas, approved as part of the Tribe's service area	85
Child is not in foster care, but is not living with a biological or adoptive parent	75
Only one adult lives in the home	75
Teen Parent	75
Incarcerated Parent	75
Parent in Drug or Alcohol Intervention Program	75
Child's immediate family has been faced with Domestic Violence/ Child abuse/neglect (Last two years): Death in Immediate Family, Divorce, Military deployment	75
Parent's both unemployed	75
1 or both parents enrolled in school or work training program	75
Previously enrolled in Head Start	75

Child's Health/ Disabilities (95 points maximum possible)	
Health/Disabilities Selection Criteria	Score
Diagnosed Disability	95
Child has an Individualized Education Plan (IEP)	95
Referred by Medical Doctor- Developmental Delays	85
Childhood Obesity Concerns (Parent Concern or Referred by Medical Doctor)	85
Speech and Language Impairment	85
Child In need of Dental Work	75
Developmental Delays-including Social Emotional Development	75

1. Child's Health (e.g. ADHD/ADD, diabetes, heart condition, conditions requiring medications [asthma, eczema, seizure], traumatic brain injury, high risk pregnancies, other)

2. Child's Disabilities) (e.g. developmental delay, communication disorder, emotional/behavioral disorder, orthopedic impairment)
3. Mid-year vacancies that occur may be filled with a wait list child who is three but was under age three on the dates used by the school system to determine kindergarten eligibility.
4. The ERSEA Manager (Family Advocate) will attach all referrals, IFSPs or health information to the appropriate application.
5. All eligible families will be placed on the appropriate wait list(s) by the ERSEA Manager (Family Advocate). (see Enrollment policy)
6. The ERSEA Manager (Family Advocate) will send one of three letters to parents regarding the status of the application. Letters include:
 1. Family is eligible and child placed on wait list.
 2. More information or documentation required.
 3. Family is over income but may be enrolled as space allows.
7. Age eligible children that are not enrolled in a given program year must re-establish eligibility to be considered for enrollment in the following program year.

This policy complies with Head Start Performance Standard 1305.4, 1305.6, 1305.7.

Original BIHS Policy on Selection Criteria & Point System was approved by Policy Council April 18th, 2008 and October 14th, 2011. It was approved by Tribal Council on October 14th, 2011. ERSEA Policies and Procedures reviewed, discussed and approved by Policy Council on 12/13/12 and by Tribal Council on 12/30/12. Updated 11/11/2012; 3/17/2016

Selection Forms:

- Selection Criteria Worksheet
- Wait List with Criteria Score and Income
- Selection Criteria Summary Score Sheet

ERSEA

Enrollment and Re-Enrollment

Policy

Children are enrolled into BIHS from classroom waiting lists **which rank** children according to points assigned from the established selection criteria (see [Selection policy](#)). In addition, BIHS has procedures for re-enrollment, transfers, and vacancies that occur during the program year.

Procedure

1. Children enrolled in BIHS will be eligible to remain in the program without re-establishing income eligibility or points if the child is not age-eligible for kindergarten.
2. Beginning in May of the current program year, the Family Advocate/ERSEA Manager and classroom teachers will identify re-enrollees and their possible requests for placement in a preferred classroom for the following program year.
3. After the request for re-enrollment has been processed, children may be accepted to the appropriate classroom from the wait list according to the following time lines.
 1. May 1st -July 1st (2016-2017-May 1st-June 30th) enroll up to 75 percent or more of eligible families.
 1. Contact families.
 2. Confirm classroom preference and interest in program.
 3. Discuss transportation needs.
 4. Discuss any possible special needs for the child.
 5. Schedule registration appointment.
 6. Complete registration process.
 2. Beginning July 1st, enroll to 100 percent of eligible families. **NEW ENROLLEES: as above** Contact families. Confirm classroom preference and interest in program. Schedule registration appointment. Complete registration process.
 1. Exception: in communities, with no wait list of eligible families, over-income families may be enrolled upon consultation with Family Advocate/ERSEA Manager.
 1. **RETURNING CHILDREN:** Contact re-enrollees to verify continued enrollment. Update any pertinent information. (See [Classroom Assignment](#))
 3. Procedures for filling Enrollment Opportunities (within 30 days) are as follows:
 1. The Family Advocate will meet with family who is terminating services and have the family sign the termination notice within 5 days (if possible).
 2. The Family Advocate/Director will select children from the wait list according to the highest criteria score (Child with the greatest need).

3. The Family Advocate may contact the first family on the waiting list to determine if the family would like to accept the vacancy.
 4. The Family Advocate will make an Intake appointment to assist family in the completion of enrollment papers.
 5. The assigned classroom teacher will make an appointment with family to complete any additional classroom paperwork and discuss individual needs of the child prior to the child attending school.
 6. The Health/Disabilities Manager will review child's Health Records and consult with family to make medical appointments for all required Medical Screenings.
 7. The Health/Disabilities Manager will record the 45 days target date as well as the 90-day target date to meet all Health Screenings and Developmental Screenings, including Social Emotional Development Screenings.
 8. In rare cases, the Director and ERSEA Manager/Family Advocate can make the determination to contact the next compatible child on the wait list, bypassing other children on the wait list. Documentation regarding reasons for this exception will be documented in the ERSEA Policy and Procedure Binder for Program Year.
 9. In cases where several attempts to reach a family have not been successful, a letter requesting contact with seven business days will be sent. If there is no contact with family following the deadline, enrollment staff will contact the next family on the wait list.
 10. 60 calendar days from the last day of school, enrollment activities for BIHS program year may come to halt. Health and Child Development Screenings and follow-up cannot be completed properly within such a short period. The decision to halt should be discussed with Program Specialist located at the Office of Head Start.
- 4. Transfers:**
1. Families who withdraw from the program **and** reapply will not be considered transfers.
 2. Transfer requests from another Head Start program will be prioritized normally.
- 5. Withdrawn status:**
1. If there are attendance concerns, the Director and Family Advocate will attempt to solve it. If placement is terminated, a letter from the Director will be sent to the family. (See Attendance policy)
 2. The child's file will be sent to Family Advocate. Documentation of the termination will be documented in the child's file.
 3. The Director and or Health/Disabilities Manager will contact the Early Childhood CARES coordinator and the Child Development/Disabilities Consultant when a child being considered for termination is on an IFSP, or has a referral to Early Childhood CARES.

BIHS ERSEA Policies and Procedures updated for 2016-2017 program year.

4. When families withdraw from the program for two or more months and return requesting to be enrolled again they must go through the eligibility process again.

This policy complies with Head Start Performance Standard 1305.4, 1305.5, 1305.7

Original BIHS Policy on Enrollment and Re-Enrollment was approved by Policy Council April 18th, 2008 and October 14th, 2011. It was approved by Tribal Council on October 14th, 2011. ERSEA Policies and Procedures reviewed, discussed and approved by Policy Council on 12/13/12 and by Tribal Council on 12/30/12. Updated 11/27/2012; 3/17/2016

Enrollment and Re-enrollment Forms:

- Enrollment Report
- Wait List with Criteria Score and Income
- 30 Day Vacancy Report (60 Day Vacancy Report)
- Termination Form

In summary, the BIHS Program is in compliance if:

Actual program enrollment is composed at least 10 percent of children with disabilities.

Note: Programs are expected to reach the 10 percent requirement at any point during the program year. For reviews occurring between October and January, the program must have reached 10 percent at some time during the previous program year. For reviews occurring between February and September, the program must have reached 10 percent at some time during the current program year.

The program enrolls 100 percent of its funded enrollment and ensures an active and ranked waiting list is maintained at all times.

With the ERSEA Coordinator, review the program's enrollment documentation and ERSEA tracking system to determine the percentage of children with disabilities enrolled in the program (actual enrollment).

- If the on-site Monitoring Review occurs between October and January of the current program year, ask the ERSEA Coordinator to provide enrollment documentation confirming the actual program enrollment for the previous program year was at least 10 percent children with disabilities.
- If the on-site Monitoring Review occurs between February and September of the current program year, ask the ERSEA Coordinator to provide enrollment documentation confirming the actual program enrollment for the current program year is at least 10 percent children with disabilities.

With the ERSEA Coordinator, review the program's waiting list to determine whether it is active. Confirm with the ERSEA Coordinator that the list is maintained throughout the year.

Note: If a program is under enrolled, it is not required to maintain a waiting list; however, this does not preclude the program from having selection criteria and a process for the creation of a waiting list.

▶ With the ERSEA Coordinator, review the program's Enrollment reports for the last 12 months of operation. Determine whether actual enrollment was less than funded enrollment, how long the shortfall existed, and whether the program submitted the reason for any existing enrollment shortfall in its report to the ACF. Document the date(s) the shortfall occurred, whether the information was submitted to the ACF, the reasons submitted, and any additional correspondence with the ACF.

If there are inaccuracies in reporting, or if the reasons for under enrollment have not been submitted to the ACF, ask the ERSEA Coordinator to explain why.

▶ Was the program under enrolled at any point over the past 12 months?

Attendance Policy

Policy

All families are encouraged to maintain regular attendance in Head Start activities. Head Start staff will support families in identifying barriers to regular attendance and will initiate supports as appropriate. If families are not able or willing to participate, another child will be given the opportunity to attend the program.

Areas of Responsibility

- The Director is responsible for investigating and documenting the causes of absenteeism if the average daily attendance in a center-based classroom falls below 85%.
- The Teacher is responsible for ensuring that the Daily Sign In/Out forms is completed accurately and completely. The teacher is responsible for tracking classroom attendance and ADA on a monthly attendance sheet.
- The BIHS Secretary is responsible for entering information from the Daily Sign In/Out forms in the daily ADA log. In addition, to following up on absent children before 9:00 am with phone calls to parents. The reasons for the absences are documented in the center daily absent log.
- The Family Advocate, Health/Disabilities Manager, Teacher is responsible for follow up and family support on attendance issues and for documenting these activities.
- The Health/Disabilities Director is responsible for tracking illnesses and following up.

Procedures

Absences-Parents are encouraged to call or send a note to account for each day that their child cannot attend class and to explain the reasons for the absence. Attendance will be recorded daily in the classroom attendance log and entered into the child's monthly absent form.

Excused Absences: Absences will be excused for the following reasons allowed in regulations without limitation:

- Illness or quarantine of the child or parent (please be specific)
- Court ordered visitation with absent parent or relative

Excused Absence Due to Family Emergency: Absence due to "family emergency" as allowed in CCR Section § 18066(c) will be excused for the following reasons without limitation:

1. Family emergency, such as death, funeral, car accident, court appearance, emergency hospitalization, need to receive medical or dental services out of

town due to lack of service providers in our geographic region, or federal jury duty in Fresno, CA.

2. Family emergency created by crisis, need for medical, dental, or therapy services related to crisis, visit to safe house or shelter, the need to be out of sight of absent parent, threat of kidnap, secret witness program relocation issues or other family crisis or extenuating circumstances at the discretion of administration.
3. Family emergency due to dangerous conditions such as down power lines, flash floods, snow, avalanche, and other natural disasters.
4. Any absence which is clearly in the health and safety interest of the child or other children in the center of home due to a family emergency, crisis, or dangerous condition.

Excused Absence Due to Best Interest: Absence allowable as “Best Interest of the Child” CCR Section § 18066(c) will be excused for the following reasons with a **limit of 10 days** per fiscal year, except for those children who are recipients of protective services or at risk of abuse or neglect as allowed in CCR Section § 18066(f):

1. Vacation with parent or relative (please be specific)
2. Out of town with parent or relative (please be specific; non-illness or not medically related)
3. Stayed home with parent or relative
4. Child’s Birthday
5. Other reasons which are clearly in the best interests of the child (again, please be specific)

UNEXCUSED ABSENCES: Limited to **five (5)** consecutive days as allowed in CCR Section § 18066. Absence for any other reason than those listed above will be considered unexcused. Days a child is scheduled for education, does not show, and the school is not notified.

ABSENCE FOR UNKNOWN REASON: If a child has five (5) consecutive unexcused absences in the Bishop Indian Head Start program, services will be terminated unless a reasonable explanation is given to the administration through the appeals process. An excused absence must be verified with a phone call or a note. Parents should notify the provider each day with a phone call. If a child has been absent for five (5) consecutive days, and the parent has not contacted our agency, and reasonable attempts have been made to contact the parent, the family will be dis-enrolled due to lack of response. Thank you for your cooperation.

Analysis of the causes of absenteeism-If the monthly average daily attendance rate in a center-based program falls below 85 percent, the Director must analyze the causes of

absenteeism. The analysis must include a study of the pattern of absences for each child, including the reasons for absences as well as the number of absences that occur on consecutive days. This analysis will be included in the Director's Manager's monthly report.

Attendance plans and alternative services-If a child has four or more consecutive absences, the Classroom Teacher or person entering attendance will notify the Director who will coordinate an attendance plan with Family Advocate and the Health and Disabilities Manager which will involve the family as well.

The attendance plan will be designed to help the family to establish regular attendance or, if necessary, to plan for alternative services. The attendance plan will be developed by the family and the Family Advocate, Teacher, or Health/Disabilities Manager, typically during a home visit or face-to-face meeting. It must:

1. Identify the reasons for the absences, and;
2. Include a specific plan and date for establishing regular attendance or alternative services such as teacher home visits or "homework bags" containing appropriate books and activities.

Alternative services will be designed to ensure that all children enrolled in Head Start receive services and continue to make progress on their educational goals. Alternative services will be provided by the Lead Teacher, and will typically occur during a home visit and in accordance with the policies on Individualizing and Home Visits. Teachers will use classroom supplies and other learning materials to provide home based activities that address all eight domains of learning with a focus on the skills that the child is ready to learn. The teacher will collaborate with the Early Childhood CARES service coordinator to ensure that the child receives the appropriate special education services.

Staff must document and attach all contacts (e.g., telephone calls, letters) with the child's family and any special family support activities which are provided as part of the attendance plan in the child's classroom file.

Withdrawal from the program

If regular attendance cannot be established either by classroom participation or by participation in alternative services, another child on the waiting list must be given the opportunity to enroll in the program. Families should be given every opportunity to establish regular attendance, and should be withdrawn from the program only when they are unwilling or unable to participate.

If the child is not attending and the family cannot be reach by phone, letter, or visit to the home after a two week period the slot will be considered an enrollment opportunity for another child.

Vacations

BIHS ERSEA Policies and Procedures updated for 2016-2017 program year.

One scheduled vacation, family visit, or other planned absence of up to two calendar weeks will be permitted each program year. Families will be expected to participate in alternative services during and after the absence. Families who do not reestablish regular attendance within two calendar weeks will be withdrawn from the program.

This policy complies with Head Start Performance Standard 1305.8(a)-(c) and 1306.32(b)(5).

Original BIHS Policy on Attendance was approved by Policy Council April 18th, 2008 and September 27th, 2011. It was approved by Tribal Council on October 14th, 2011. ERSEA Policies and Procedures reviewed, discussed and approved by Policy Council on 12/13/12 and by Tribal Council on 12/30/12. Updated 11/27/2012; 3/17/2016

Attendance Forms:

- Classroom Attendance Log
- Center Attendance Log (ADA Form)
- Attendance Plan
- Individual Monthly Absent Form
- Sample letter to family regarding unexcused absences

In summary, the BIHS Program is in compliance if:

When monthly average daily attendance in center-based programs falls below 85 percent (except in the case of illness or well-documented absences), the causes of absenteeism are analyzed, and the program initiates appropriate family support as needed.

- ▶ With the ERSEA Coordinator, determine whether the program has any concerns related to attendance.
 - How does the program identify children who are absent 4 or more days?
 - How many children have been absent 4 or more days this year?
 - What contact did the program make with parents to determine the reasons for absenteeism?
- ▶ Has attendance fallen below 85 percent?
 - How often has the program fallen below the 85 percent target?
 - What analysis was completed when the program did not meet the expected target?
 - Was a plan developed to improve attendance, and did attendance improve?