

Head Start Final Rule: Background

Eligibility and Enrollment (1305)
Regulations has been untouched for 23
years until now.



Head Start Final Rule

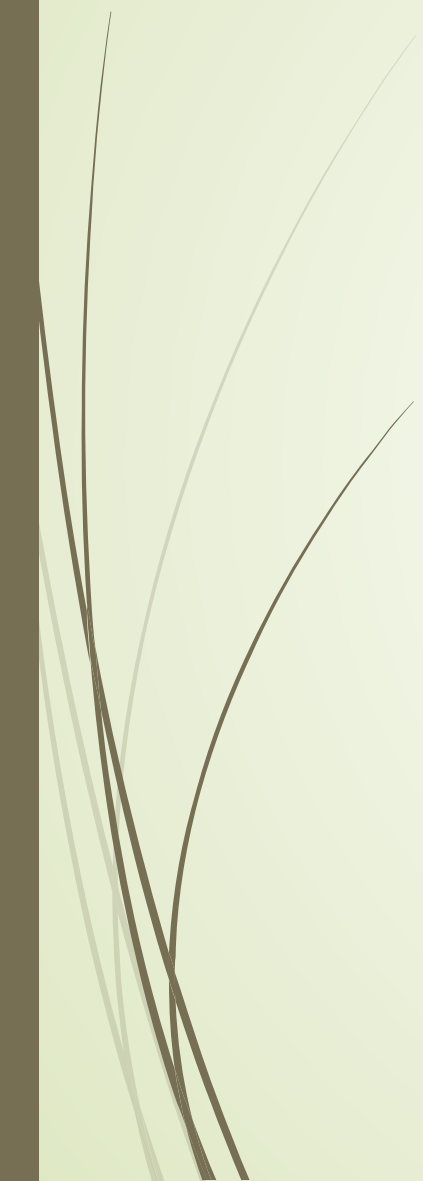
What does the rule do?

- Provides a roadmap for programs on how to determine eligibility
- Describe the kind of documents the program may accept and must keep
- Provides a structure across the nation to make sure our income-eligible children and categorically-eligible families are enrolled in the Early Learning Programs



Head Start Final Rule: Enrollment Focus

(This is NOT new to PSESD Early Learning)

- Homeless
 - Foster/Kinship Care
 - Public Assistance (TANF/SSI)
- 



Final Rule: Interview to verify eligibility

(PSESD Early Learning has a similar process)

- Income Verification

- Interview families in-person to verify and determine eligibility.

- Use telephone interviews as backup



Head Start Final Rule: Things to cover during eligibility interview

(PSESD Early Learning has a similar process)

- Child's age
- Family Size and income
- Family receiving public assistance
- Foster care
- Homelessness



Final Rule: Documentation Retention

(slight change to our current process)

- Retain copies of documents used to verify eligibility
- If income documentation is not available document efforts made to verify eligibility
- Statement that identifies eligibility determination (Income or categorical eligibility)



Final Rule: Policy and Procedure (NEW)

- ▶ Program must establish policies and procedures that include:
 - ▶ Actions taken against staff who knowingly enroll ineligible families.
 - ▶ ESD will use their policies and procedures already established for Disciplinary Action.
 - ▶ Policy Council approved PSESD policy to include this change on 6/9/15
 - ▶ If policies and procedures are not in place to support this change, sub-contractors will have to establish with support from PSESD.

Final Rule: Implementation Plan

- The rule went into effect March 12, 2015
- Programs will be monitor to changes until 2016 fiscal year
- PSESD will amend sub-contractors contracts to include the requirement of the Intentional Fraud policy and procedure.
- Training requirements

| Management and staff | Governing body and policy council |
|--|---|
| 90 days after the rule becomes effective and as soon as possible | Within 180 days after the rule become effective |
| Within 90 days of hiring new staff | Within 180 days of a new term |



Final Rule: PSESD Training Plans

| Stakeholders | When |
|----------------------------|---|
| Policy Council | 5/19/15 Policy Council Meeting |
| Family Support Staff | 5/4/15 and 5/14/15 Family Support, Health and Nutrition Trainings |
| PSESD Early Learning Staff | 5/18/15 Program Planning Meeting |
| New Family Support Staff | On-Going at New Staff Trainings |
| Center Directors | 6/11/2015 Center Directors Meeting |
| Board of Directors | August, 2015 Board Retreat |