

OHS Selected Files

Eligibility Documentation to PSESD

OHS Review, November 5-9, 2018

The Office of Head Start (OHS) will select family files for eligibility review. Gather the eligibility documents for the selected files on **Friday, Oct. 26. Team Managers will pick up on Monday, Oct. 29.** Pick up arrangements will be made with Center Directors. Please follow the steps below when gathering selected files:

- Only gather eligibility documents:
 - Application
 - Income Documentation
 - Age
 - Family Size
 - Authority to Enroll
 - *Family Contact Log*
 - Only pages that contain information regarding application review or eligibility items
 - This can be copies of the *Family Contact Log* pages.
- Each selected file's documentation will need to be placed in its own file or envelope.
 - Example – If you have 3 selected files for eligibility review, there will be 3 different files/envelopes containing each applicant's eligibility documentation.
 - If you need files or envelopes, please reach out to your Team Manager.