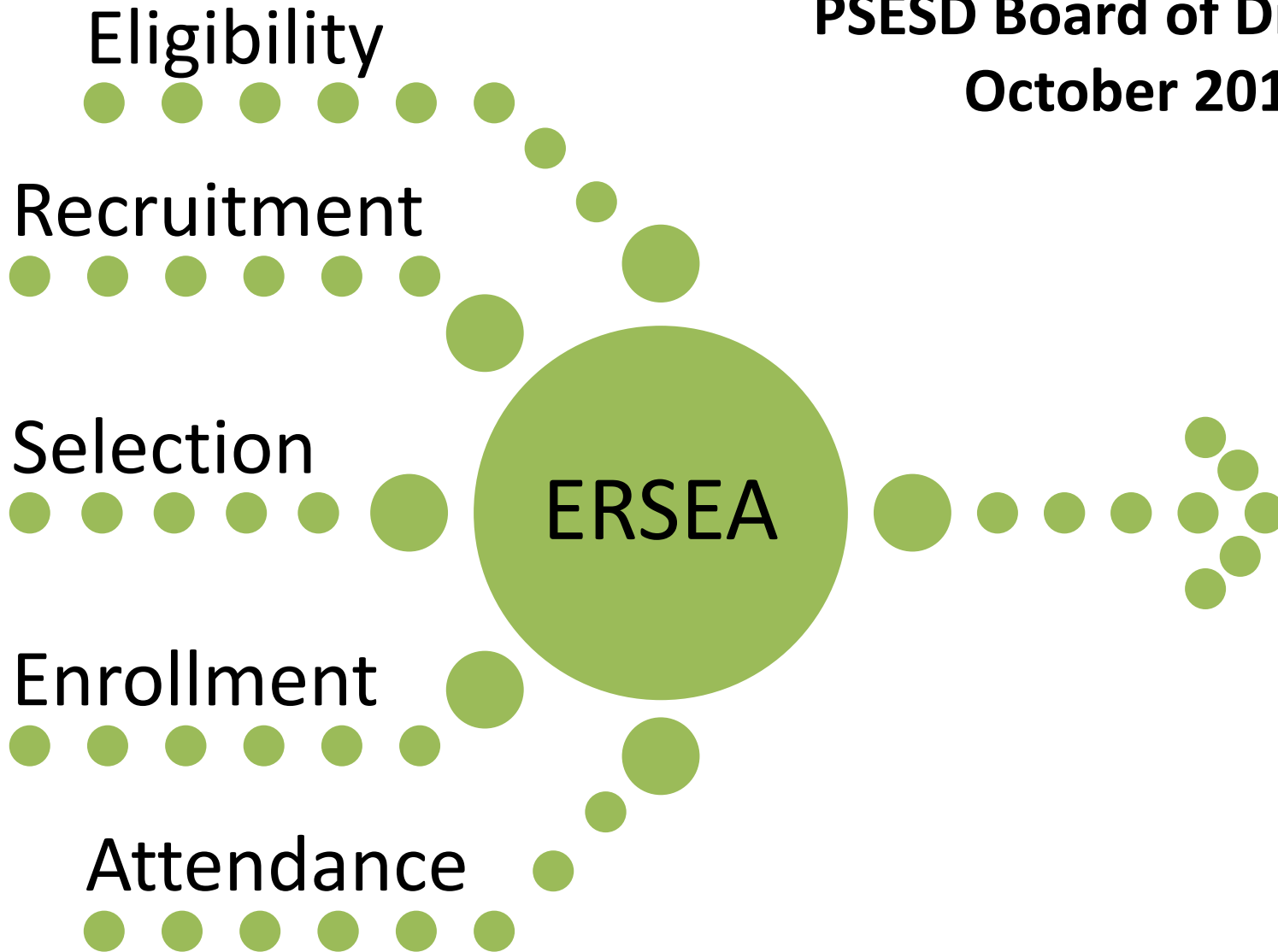


ERSEA

PSESD Board of Directors

October 2017



PSESD Early Learning Program Resources

[Early Learning WA](http://www.earlylearningwa.org) -www.earlylearningwa.org

- PSESD Early Learning Program Manual
 - PSESD ERSEA Policy, Procedures and Resources

Eligibility – Age, Income and Determination

Age:

- Typically a child must be at least 3 years old by August 31st for our all Preschool program options.
- Pregnancy through 30 months for Early Head Start
- 4 weeks through K transition for our Family child care options

Income:

- Families must be at 100% or below of the federal poverty level and/or meet other eligibility criteria
 - Homeless
 - Foster Care
 - TANF
 - SSI
 - Disability/IEP

Determination

- Each family file has an Eligibility Determination Record that includes:
 - Copies of documents used to verify eligibility
 - Statement that program staff have made reasonable efforts to verify information
 - Statement that identifies eligibility determination
- Children determined to be eligible and are participating in our Early Learning program remain eligible through the enrollment year and the following enrollment year
- Children enrolled in our Early Head Start option, remain eligible while they are participating in the program, up to three years
- Income is re-verified when child is returning for their third year
- Actions taken for staff who intentionally enroll ineligible families, see Early Learning Personnel Management Policy

See Eligibility in the ELPM for more information and documents

Recruitment

- Recruitment is a systemic process to identify families whose children are eligible for our Early Learning programs
- Number of applicants that is a greater number than enrollment opportunities in your program
- Maintain an active and viable waitlist
- Each Center has a Recruitment Plan
- Recruitment is an everyday - all year long commitment

See Recruitment in the ELPM for more information and documents

Selection

- Formal and systemic process for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start services
- PSESD Selection Priorities and Points
 - PSESD Selection
 - We are unique – giving priority to children in the opportunity gap.

Enrollment

- Enrollment Opportunities- vacancies that exist at the beginning of the enrollment year, or during the year, because children transition out of our program
- All our Early Learning programs must maintain full enrollment at all times
 - We must fill every vacancy as quickly as possible
 - No more than 30 calendar day may elapse before vacancy is filled, vacancies over 30 days are considered out of compliance
 - Under the newly established performance standards we are able to take up to 60 days for 3% of our slot in order to better support homeless, foster and pregnant families.

See Enrollment in the ELPM for more information and documents

Attendance

When attendance rates fall below 90% at the classroom level, programs **must** analyze the cause of absenteeism and be concerned about the 10%

- Absences must be documented
- 4 or more consecutive unexcused absences, or chronic attendance concerns the program must initiate a home visit or conference
 - Offer support
 - Ensure family safety
 - Work together with parent to address barriers
- Parents are informed of the benefits and research of regular attendance
- We are focused on reducing chronic absenteeism and are implementing an attendance campaign

See Attendance in the ELPM for more information and documents

Voluntary - Involuntary Withdrawal, Suspension or Expulsion of Children

- If a parent decides to voluntarily withdraw his/her child from one of our Early Learning program options, every effort and attempt is made to determine the cause
- Our Early Learning programs **do not** involuntarily remove, terminate, suspend nor expel children

Office of Head Start

ERSEA Management System Information & Resources

- [ERSEA](#)
 - [Additional ERSEA resources](#)

Reflection: 2-2-2

- ❑ 2 things you didn't know about ERSEA
- ❑ 2 responsibilities you have as a Governing Body around ERSEA
- ❑ 2 questions you still have