

# Category and Risk Factor Points Procedure

for 2016-2017 ERSEA process

## Purpose

This document explains how to ensure the children most in need of services are given first priority for an opportunity to enroll in the PSESD Early Learning Program.

## Guidance

This guidance will provide staff the information to assign the appropriate category points and risk factor points in order to properly place the child's application on the waitlist according to the priority categories established by the ECEAP and Head Start performance standards. Staff will use this guidance with the *Category and Risk Factor Points Chart* to assist in the process of pointing the application before placing on the waitlist. Staff members need to know and understand the *Waitlist Procedure and Selection Procedure*.

## Procedure

This procedure was established by the PSESD Early Learning program ERSEA system in accordance with the ECEAP and Early Head Start/Head Start performance standards. Staff will also use the documents as listed below in the process of pointing, waitlist, and selecting a child for enrollment.

### All Documents Needed to Support Pointing and Selecting

- Current *Application* or *Returning Application*
- Current *Application Procedure*
- Current *Category and Risk Factor Points Chart*
- Current *Federal Poverty Level guidelines*
- *Viable Waitlist Procedure*
- *Eligibility Verification Procedure*
- *Eligibility Verification Form*
- *Other ERSEA procedures may be useful*

### How to Assign the Appropriate Category and Risk Factor Points

Assigning category points is the first step to determining where a child's application will eventually land on your center's viable waitlist and subsequently receive an invitation to enroll into the program. Staff should learn the terms for each category in order to make an informed eligibility determination.

Below is a table that outlines the differences in the categories and defines who is eligible to receive the category points. Following this chart will help staff have the information needed to successfully assign the appropriate category points:

# Category and Risk Factor Points Procedure

Preschool, ECEAP, and Head Start Assignment of Category Points	
Category Points Definitions	Who is Eligible for this category?
<b>Eligibility Status: Returning and Classroom Change</b>	
<p><b>8000 Points:</b> 8000 is not a category. The points are to ensure the highest priority is given to children currently receiving services in our Early Learning community to continue educational and family support services until the transition to kindergarten at age 5. <b>EXCEPTIONS:</b> 8000 points cannot be applied if the child has had a break in services for more than 60 days. Staff must complete a new application on the child. Children who are not 3 years old by August 31 of the program year are not eligible to enroll in an ECEAP program per performance standards. Head Start programs can enroll a child after his or her 3<sup>rd</sup> birthday regardless of the time of year.</p> <p>Refer to the <i>Application Procedure</i></p>	<p>A currently enrolled child changing classrooms within the PSESD Early Learning Program <b>OR</b> A returning child from the previous PSESD program year without a break in service* (do not count summer break) <b>OR</b> A child who currently attends the Children’s Home Society (CHS) Early Head Start program, and is applying for PSESD Early Learning Preschool (Note: For a child coming from an Early Head Start program and going into ECEAP, the child must have turned 3 years old by August 31<sup>st</sup> in order to receive 8000 points). <b>Children’s Home Society partnership:</b> In an effort to ensure continuing early learning services for children within the same communities; the PSESD developed a partnership called Memorandum of Understanding (MOU) with CHS who operate a Birth to 3 Early Head Start program. These children are the same as currently enrolled children in the PSESD program regardless of income, but may fall into the over-income category. *If there is a break in services for more than 60 days, do not apply 8000 points.</p>
<b>Categorical Eligibility Points</b>	
<b>Eligibility Status: Homeless, public assistance, foster care, kinship care, child subsidy program, transfers from outside agency, sibling enrollment and income eligible</b>	
<p><b>950 Points:</b> 950 points identify unaccompanied children (a child not in the physical custody of a parent or guardian) or a child’s family who is experiencing homelessness and will need immediate services upon enrollment. Read McKinney-Vento Act definition and complete the PSESD Living Situation Survey.</p>	<p>A child or family who is homeless using the McKinney-Vento Act definition. The child may be in an informal situation; not living with the biological parent. The caregivers do not receive child only TANF grant.</p>
<p><b>900 Points:</b> 900 Points identify the children whose parent or legal guardian receives public assistance support such as WorkFirst, Temporary Assistance for Needy Families grant (TANF) OR Social Security Income benefits for a disability (SSI)</p> <p><b>OR,</b> A parent or legal guardian participating in WorkFirst in lieu of receiving a TANF cash grant is public assistance.</p> <p><b>OR,</b> Head Start Full Day and ECEAP Extended Day Early Learning programs may use the 900 category because Child Care Subsidy Program (CCSP) is a</p>	<p>A child whose family receives TANF benefits, OR Supplemental Security Income (SSI) for a disability (<b>EXCEPTION:</b> ECEAP must determine that the parent or child is the SSI recipient) OR a child in foster care; receiving a foster care grant, OR a child under a formal or informal care arrangement known as Kinship Care and receives a Kinship Care benefit. The family receives either a foster care or child-only TANF grant.</p> <p>A child whose family is participating in Work First activities.</p>

# Category and Risk Factor Points Procedure

public assistance program.	<b>HEAD START FULL DAY/ ECEAP EXTENDED DAY MODELS:</b> A child whose family receives funds from the Child Care Subsidy Program to support full day care.	
<p><b>800 Points:</b> 800 points identify the children who transfer to our program from an outside agency.</p> <p><b>OR</b> a “Community Child”; a child attending preschool at a center that also operates either HS Full Day, ECEAP Full Day, or ECEAP Extended Day. Child must also be age eligible per program model requirements.</p> <p><b>OR,</b> Children whose sibling is currently enrolled at a PSESD EL Center; HS Full Day or ECEAP Extended Day (This does not apply to ECEAP Full Day unless the sibling applying also meets the definition for a “Community Child” above.)</p>	<p>A child who is transferring from an outside agency to the PSESD Early Learning Program transferring from any EHS/HS program; either inside or outside of Washington State, or transferring from any Washington State ECEAP Program. (The outside program does not need a special agreement with the PSESD such as a Memorandum of Understanding (MOU) to receive these category points.) If there is a break in services for more than 60 days, do not apply 800 points.</p> <p>A community child/ or sibling who is currently at the same HS Full-day, ECEAP Full-Day, or ECEAP Extended day Early Learning childcare center (ECEAP Full Day Only: A sibling applying must also be a Community Child at the same childcare center.)</p> <p>(A child applying for ECEAP must be 3 years old on or before August 31<sup>st</sup> of the current program year.)</p>	
<b>700 Points:</b> 700 points identify the children who are age 4 and are income eligible for ECEAP and/or Head Start.	A 4 year old child whose family’s income falls at 100% or below the FPL for Head Start.	A 4 year old child whose family’s income falls at 110% or below the FPL for ECEAP.
<b>600 Points:</b> 600 points identify the children who are age 3 and are income eligible for ECEAP and/or Head Start.	A 3 year old child whose family’s income falls at 100% or below the FPL for Head Start.	A 3 year old child whose family’s income falls at 110% or below the FPL for ECEAP.
<b>Over-Income Category Points</b>		
<b>Eligibility Status: Over the Federal Income Levels</b>		
<b>500 Points:</b> 500 is an over-income category. This category may be selected only after all efforts to recruit the children most in need of services have been exhausted and there are no potentially higher need children on the viable waitlist. Permission is required to enroll this category.	A 4 year old child whose family’s income falls between 101% - 130% of the FPL for Head Start OR between 131% - 200% for HS (Risk factor requirements apply.)	A 4 year old child whose family’s income falls between 111% - 200% of the FPL for ECEAP (Risk Factor requirements apply.)
<b>400 Points:</b> 400 is an over-income category. This category may be selected only after all efforts to recruit the children most in need of services have been exhausted and there are no potentially higher need children on the viable waitlist. Permission is required to enroll this category.	A 3 year old child whose family’s income falls between 101% - 130% of the FPL for Head Start OR between 131% - 200% for HS (Risk factor requirements apply.)	A 3 year old child whose family’s income falls between 111% - 200% of the FPL for ECEAP (Risk Factor requirements apply.)

# Category and Risk Factor Points Procedure

## Early Head Start (EHS) Assignment of Category Points

The EHS category points below are for both Center-Based and Home-Based EHS program models. The EHS Home-Based model includes category points for expectant mothers. (See 8000 points definition above)

<p><b>950 Points:</b> 950 points identify expecting mothers, children or a child’s family who is experiencing homelessness and will need immediate services upon enrollment. Read McKinney-Vento Act definition and complete the PSESD Living Situation Survey.</p>	<p>An expectant mother, child or family who is homeless using the McKinney-Vento Act definition. The child may be in an informal situation; not living with the biological parent. In many cases, the host family may not be receiving any funds for the child. Note: EHS is for children ages newborns to 30 months.</p>
<p><b>250 Points:</b> 250 points identify the expectant mother who receives public assistance support such as Temporary Assistance for Needy Families grant (TANF) OR Social Security Income benefits for a disability (SSI) OR an expectant mother or someone in the family size participating in Work First activities in lieu of receiving a TANF cash grant is public assistance. The Full Day Early Learning programs will use 900 category because Child Care Subsidy Program (CCSP) is a public assistance.</p>	<p>An expectant mother who receives TANF benefits, OR Supplemental Security Income (SSI) for a disability. (If the expectant mother herself, is a child in foster care; OR a child in a formal state care arrangement known as Kinship care contact your Family Support Regional Senior Coordinator.)</p>
<p><b>225 Points:</b> 225 points identify expectant mothers who transfer to our program from an outside Early Learning Program agency. The expectant mother is applying for the Early Head Start Home-Based program model or an EHS Center-Based model that also serves expectant mothers on a home-based caseload.</p>	<p>An expectant mother who is transferring from an outside Early Learning agency. (The outside program does not need a special agreement with the PSESD such as a Memorandum of Understanding (MOU) to receive these category points.)</p>
<p><b>200 Points:</b> 200 points identify expectant mothers who are income eligible.</p>	<p>An expectant mother whose income does not exceed the Federal Poverty Level guidelines. 100% or below the FPL for EHS.</p>
<p><b>150 Points:</b> 150 points identify children whose parent or legal guardian receives public assistance support such as Temporary Assistance for Needy Families grant (TANF) OR Social Security Income benefits for a disability (SSI) OR A parent or legal guardian participating in Work First activities in lieu of receiving a TANF cash grant is public assistance. Early Head Start Center-Based will use 150 category because Child Care Subsidy Program (CCSP) is a public assistance program.</p>	<p>A child whose family receives TANF benefits, OR Supplemental Security Income (SSI) for a disability OR a child in foster care; receiving a foster care grant, OR a child under a formal state care arrangement known as Kinship care; receiving a Child Only TANF grant or Kinship Care benefits. <b>CENTER-BASED ONLY MODEL:</b> A child whose family receives funds from the Child Care Subsidy Program to support full day care.</p>
<p><b>125 Points:</b> 125 points identify children who transfer to our program from an outside agency OR children who currently attend “Community Child” OR children whose sibling is currently enrolled at a PSESD full day center OR a child attending preschool at a center that also operates a PSESD full day program. If eligible, this child can transfer into the full day program if age eligible per program model.</p>	<p>A child who is transferring from an outside Early Learning Program. (The outside program does not need a special agreement with the PSESD such as a MOU to receive these category points) OR A community child / or sibling who is currently at the same EHS –Center-Based program.</p>
<p><b>100 Points:</b> 100 points identify children who are</p>	<p>A child whose family’s income does not exceed the</p>

# Category and Risk Factor Points Procedure

income eligible for Early Head Start center-based or home-based model.	Federal Poverty Level guidelines. 100% or below the FPL for EHS.
<b>Over-Income Category Points</b>	
<b>Eligibility Status: Over the Federal income guidelines</b>	
<b>50 Points:</b> 50 is an over-income category. This category may be selected only after all efforts to recruit expectant mothers or children most in need of services have been exhausted and there are no potentially higher need children or expectant mothers on the viable waitlist. Permission is required to enroll this category.	An expectant mother or child whose family's income falls between 101% - 130% of the FPL for Early Head Start, OR between 131% - 200% for EHS (Risk factor requirements apply.)

## Things to consider when assigning category points:

1. Assign only one category to a child's application: If a child's application qualifies for more than one category, staff should assign the highest needs category points to the application. Do not add two categories together.
2. For all returning children applications, remember to add 8,000 points to the original assigned category points from the previous year.
3. For 3<sup>rd</sup> year students (Head Start Only), fill out a brand new application and re-verify income required.
4. While we believe every child deserves the opportunity to enroll in an Early Learning program, we also have a responsibility to track how many over-income families are entering our programs. If you have an opportunity to enroll an over-income child's family, please first discuss this with your Center Director and Senior Coordinator. The goal of this will be to document and seek approval from a PSESD staff member i.e., Family Support Regional Senior Coordinator, ERSEA/Program Manager, or Service Area Director.

**All Models - Assigning Risk Factor Points:** Please see current *Category and Risk Factor Points Chart* and the *Application Pointing Tool –Child* and *Application Pointing Tool -Expectant Mothers*.