

ERSEA Policy

Eligibility, Recruitment, Selection, Enrollment, Attendance

Policy No. 120



The ERSEA policy describes all aspects of outreach, identification, selection, and enrollment of children into the PSESD Early Learning programs. The intent is to serve children with the greatest need for school readiness services and provide the earliest intervention for closing the opportunity gap.

The identified service area for outreach and the identification, selection, and enrollment of children is based on the results of the Community Needs Assessment conducted every three years and reviewed annually.

Every staff person who is responsible for eligibility verification must take an annual ERSEA training.

Recruitment

Recruitment efforts include identifying, informing, and encouraging eligible families to apply to the programs within an identified designated service area. Recruitment activities are on-going throughout the year, with a priority to recruit homeless, foster, CPS and Family Assessment Response involved families, and children with disabilities. Recruitment efforts should generate more applications than slots to ensure the highest need families are served and a viable waitlist is maintained. Targeted recruitment includes partnerships or connections with race-based or cultural-specific organizations and agencies.

Eligibility

All children must meet the age and income or categorical requirements to be eligible to be considered for enrollment into the Early Learning Programs. 90% of the total enrollment must be income eligible per federal/state standards. 10% of the enrolled families may be over income and deemed at risk based on developmental or environmental factors. All children enrolled are eligible to remain in the program until eligible for kindergarten.

Selection

A formal, priority system will be used to ensure children in greatest need will be enrolled in the programs and to ensure 10% of enrollment is for children with disabilities. Families whose children were not enrolled and remain on the waitlist at the end of the school year will be offered the opportunity to complete a new application and have their income verified for the upcoming year.

Enrollment

Full enrollment must be achieved by the specified date of the funding source (Head Start: first day of class; ECEAP: October 30) and maintained throughout the year. All vacancies must be filled within 30 calendar days, unless the opening occurs less than 60 days from the end of the program year.

Attendance

To ensure enrolled children receive maximum benefits for school readiness, daily attendance is tracked, documented, and followed up on by staff. A plan must be developed when average daily attendance drops below 90%.

Approved by Policy Council: July 22, 2014
Approved by Board of Directors: August 01, 2014

ECEAP Performance Standards: B-100, B-101, B-108, B-109, B-112
Head Start Act: 640, 645
Head Start Performance Standards: 1305.4, 1305.5, 1305.6, 1305.7, 1305.8

