

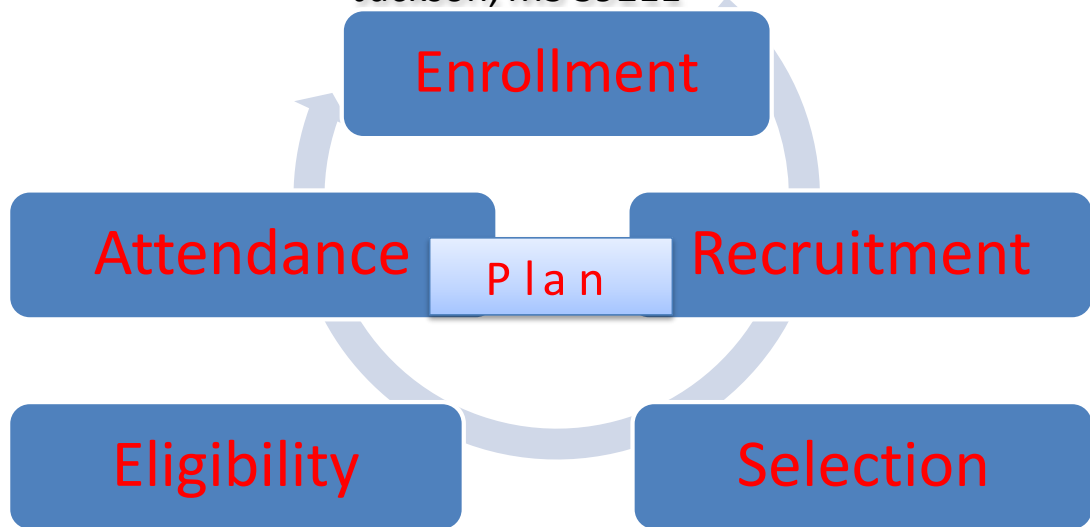
# Program Year 46

January 2013 – February 2014

MISSISSIPPI ACTION FOR PROGRESS

1751 Morson Road

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# MISSISSIPPI ACTION FOR PROGRESS, INC.

## PROGRAM MISSION STATEMENT

*MAP Head Start is designed not only to serve the children, but also to serve as a catalyst for change and development of a broad range of programs, which meet the needs of the disadvantaged community. MAP Head Start is a service program for children and families and serves as a mechanism for increased parental and community involvement to effect change in the local communities and the State.*

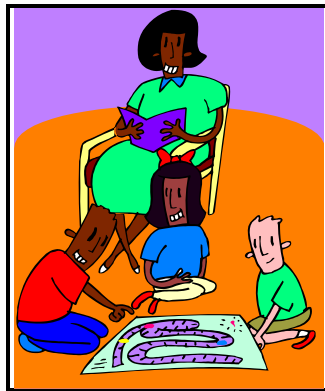
## PROGRAM PHILOSOPHY

*Mississippi Action for Progress, Inc. represents a cross-section of Mississippians working for and with disadvantaged children and their families to ensure a brighter tomorrow for the State and Nation. MAP believes that every child deserves a head start in life – an equal opportunity to develop character, talent, mind, body and personality. We further believe that we are to prepare children to function in our society by providing life experiences. As America's greatest resource, children will ultimately determine the destiny of our country. All children have a unique contribution to make to society. MAP is dedicated to maximizing the disadvantaged child's potential for contributing.*

*The American dream of freedom, justice and equal opportunity for all is being brought nearer to reality in Mississippi*

*as dedicated MAP personnel interact with other agencies to accomplish this goal.*

**THE ENROLLMENT, RECRUITMENT, SELECTION, ELIGIBILITY AND ATTENDANCE PLAN, IS THE RESULT OF COLLABORATIVE AND COOPERATIVE EFFORTS OF THE FOLLOWING COMPONENTS OF MISSISSIPPI ACTION FOR PROGRESS, INC. HEAD START AND EARLY HEAD START PROGRAMS:**



**Board of Directors**

**Policy Council**

**Chief Executive Officer**

**Chief Operations Officer**

**Department Directors**

**Department Generalists**

**Regional Administrators**

# Regional/Center Staff

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**INTRODUCTION**

**Program Year 46 January 2013 – 2014 Enrollment, Recruitment, Selection Eligibility and Attendance Plan**

**Mississippi Action for Progress, Inc.** (referred to as **MAP**) is committed both by corporate charter and by policy decisions of the Board of Directors and Policy Council to recruit and enroll all eligible children residing within MAP’s twenty-five county service area.

The **Enrollment, Recruitment, Selection Eligibility and Attendance Plan**, which governs the recruitment, selection and eligibility requirements for enrollment of children in **Mississippi Action for Progress, Inc. Head Start Program** was revised January 1993 in compliance with the Final Rule on Eligibility, Recruitment, Enrollment and Attendance in Head Start - 45 CFR Part 1305 (effective November 09, 1992; updated April 01, 1998 and the New Eligibility and Enrollment Rules under the Head Start Act. MAP, Inc. Recruitment Plan acknowledge the new eligibility and enrollment rules under the Amended Head Start Act (Section 645 (a) (1) (A) (iii) (II) which allows for an additional 35 percent of participants who are not eligible under clause (i) or (ii) and whose families have incomes below 130 percent of the poverty line. However, based on the Agency’s Community Assessment and other program information, the Agency will not enroll children under this new authority during the **2013-2014** school years. This plan is reviewed and approved by the Policy Council annually.

The primary purpose of the **Enrollment, Recruitment, Selection Eligibility and Attendance Plan**, is to provide all interested families with an opportunity to be considered for enrollment in the Head Start and Early Head Start program. The plan allows for the agency to serve as many eligible children as possible.

This plan provides a systematic process for the recruitment, selection, enrollment and attendance of all eligible children within the targeted twenty-five county service area\*. The provisions of this **Enrollment, Recruitment, Selection Eligibility and Attendance Plan** shall be implemented in such a manner that there will be no disruption of services to currently enrolled children, giving priority to enrolling children age four, income or categorically eligible and children with disabilities; filling vacancies within thirty days an assuring continuity of services by allowing Head Start children to remain in the Head Start Program until kindergarten is available to them. Early Head Start Program gives priority to families with pregnant women in the third, second or first trimester of pregnancy with multiple births (three or more and/or children under three years of age) below low income poverty level or categorically eligible.

The **Enrollment, Recruitment, Selection Eligibility and Attendance Plan** provides organization, focus and uniformity among the fifty-three Head Start Centers and other program options including Blended Services, Child Care Partners and Early Head Start. The Plan provides opportunities for the greatest number of eligible children to be considered for Head Start and Early Head Start services. **Limited only by available funded slots, transportation and/or facility space.**

## GLOSSARY OF TERMS

**Acceptance Date:** the date when a child is accepted for enrollment.

**Attendance Tracking:** begins after the first day the child attends class.

**Blended Services Partnerships:** a signed partnership agreement with a licensed day care provider or public school to provide Head Start services to children and families.

**Categorical Eligibility:** refer to children who are eligible for Head Start services based on the receipt of public assistance, foster care services and Homeless status.

**Children with Disabilities:** children with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments or specific learning disabilities, and who, by reason thereof, need special education and related services. The term children with disabilities for children aged three to five, inclusive, may at State's discretion, include children experiencing developmental delays, as defined by the State and measures by appropriate diagnostic instruments and procedures, in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, and who, by reason thereof, need special education and related services.

**Early Head Start:** Mississippi Action for Progress, Inc. Early Head Start Program serving 0-3 year olds and expectant mothers.

**Enrollment (In Program):** the official acceptance of a family by a Head Start Program (MAP) and the completion of all procedures necessary for a child and family to begin receiving services.

**Enrollment Date:** the date when a child actually begins class as an approved enrollee.

**Enrollment Opportunities:** vacancies that exist at the beginning of enrollment year or during the year, due to children leaving the program creating vacant slots that must be filled for the Head Start Program (MAP) to achieve and maintain its funded enrollment.

**Enrollment Year:** the period of time, not to exceed twelve months, during which a Head Start program (MAP) provides center or home-based services to a group of children and their families.

**Entry Date:** the date when a child actually attends class and begins receiving services.

**Family:** all persons living in the same household who are: 1> supported by the income of the parent(s) or guardian(s) of the child enrolling or participating in the program; and 2> related to the parent(s) or guardian(s) by blood, marriage, or adoption.

**Funded Enrollment:** the number of children, which the Head Start grantee is to serve, as indicated on the grant award.

**Guardian:** a person other than the parent who is legally responsible for the child enrolling in the Head Start program. Guardianship is documented through the Courts or Department of Human Services. A copy of proof of guardianship must be attached to enrollment application.

**Head Start Eligible:** a child meets the requirements for age and family income as established in 45CFR Part 1305.4 regulation or if applicable, as established by grantees and that meet the requirements of section 645(a) (2) of the Head Start Act. Up to ten percent of the children enrolled may be from families that exceed the low-income guidelines.

**Head Start Program:** Mississippi Action for Progress, Inc.

**Homeless Family:** for purposes of Head Start eligibility, a family with children under the age of compulsory school attendance who does not have a legal residence in the county in which they live, within the past twelve (12) months. Family resides in local shelters, halfway houses, etc. The family meets the definition under the McKinney-Vento Act.

**Immunization:** are vaccinations that are required by Mississippi law in order for children to enter school, high school or daycare centers.

**Income:** gross cash income and includes earned income, military income (excluding special pay and basic allowance).

**Income Guidelines:** the official poverty line specified in section 652 of the Head Start Act.

**Low-Income Family:** a family whose total annual income before taxes is equal to, or less than, the Federal income guidelines. For the purpose of eligibility, a child from a family that is receiving public assistance or a child in foster care is eligible, even if the family income exceeds the income guidelines.

**Migrant Family:** for purposes of Head Start eligibility, a family with children under the age of compulsory school attendance who change their residence by moving from one geographic location to another, either intrastate or interstate, within the past twelve months, for the purpose of engaging in agricultural work that involves the

production and harvesting of tree and field crops and whose family income comes primarily from this activity.

**Public Assistance:** Children from low-income families who are eligible for public assistance. (Receiving Benefits or services on a regular basis through (TANF or Supplemental Security Income).

**Recruitment (Registration):** the systematic ways in which the Head Start Program (MAP) identifies families whose children are eligible for Head Start services, informs them of the services available, and encourages them to apply for enrollment in the program.

**Recruitment Area:** that geographic locality within which the Head Start Program seeks to enroll Head Start children and families. The recruitment area (for MAP) is the same as the service area.

**Recruitment Team Members:** all staff.

**Recruitment Training Team:** persons participating in Recruitment and Selection Training.

**Residence:** for purpose of enrollment in the Head Start Program is the legal address of Parents or guardian indicating the county in which the enrolled child lives; Physical address must support enrollment documentation presented. Family must live in MAP's service area.

**Responsible HHS Official:** the official of the U.S. Department of Health and Human Services having authority to make Head Start grants awards, or his or her designee. The responsible HHS Official for MAP, Inc. is the Regional Administrator for Region IV Administration for Children and Families.

**Selection:** the systematic process used to review all applications for Head Start services and to identify those children and families that are to be enrolled in the program.

**Service Area:** the geographic area identified in an approved grant application within which a grantee may provide Head Start services.

**Supplemental Security Income (SSI):** a form of public assistance. A child's family is considered categorically eligible.

**TANF:** Temporary Assistance for Needy Families; a form of public assistance. A child's family is considered categorically eligible

**Vacancy:** an unfilled enrollment opportunity for a child and family in the Head Start/Early Head Start Program (MAP).



## COMMUNITY ASSESSMENT

The Community Assessment (CA) is conducted every three years and updated each year to assure that changes in the community are duly noted and analyzed. The assessment identifies family strengths/needs, community needs/strengths and resources. The Community Assessment provides a sufficient database for the Head Start Program's (MAP) decision-making process, program planning, and evaluation. The Community Assessment helps to determine the different program options available for parents.

The Community Assessment includes the collection and analysis of the following information about MAP, Inc. Head Start/Early Head Start Program service areas:

- Demographic make-up of Head Start eligible children and their families including their estimated number, racial and ethnic composition;
- Population totals of children in the various geographic locations within the state; their distribution by age groups; as well as their racial and ethnic composition. The total number of children with disabilities in the service area and the relevant services and resources provided by other community agencies are also identified.

The Community Assessment identifies education, health, nutrition and social service needs of Head Start eligible children and their families. It also includes the number of Head Start eligible children served by these resources and community resources that could be used to enhance operation of the Head Start program.

Community agencies that are used include but are not limited to the following:

- Department of Human Services
- MS State Department of Health
- U.S. Bureau of Census
- Departments of Education and Nutrition
- State Data Centers
- Local Planning Districts
- Local Councils of Government
- Libraries
- Churches
- Public School Systems
- NAACP Chapters
- Civic Organizations
- Chamber of Commerce
- United Way
- Community Agencies

The Community Assessment data is analyzed and used:

- To assure compliance with MAP's philosophy.
- To redefine long and short term objectives/goals.
- To determine types of services that are most needed and the Head Start Program Option(s) that will be implemented
- To determine the recruitment area to be served by MAP Head Start and Early Head Start Programs.
- To determine appropriate center-based, blended services and full day/full year services.
- To set criteria and select children and families who will be given priority for recruitment and selection.

Based on analysis of data collected during the Community Assessment (see Grant Application - PY 46), it is recommended that the following program(s) and options be continued:

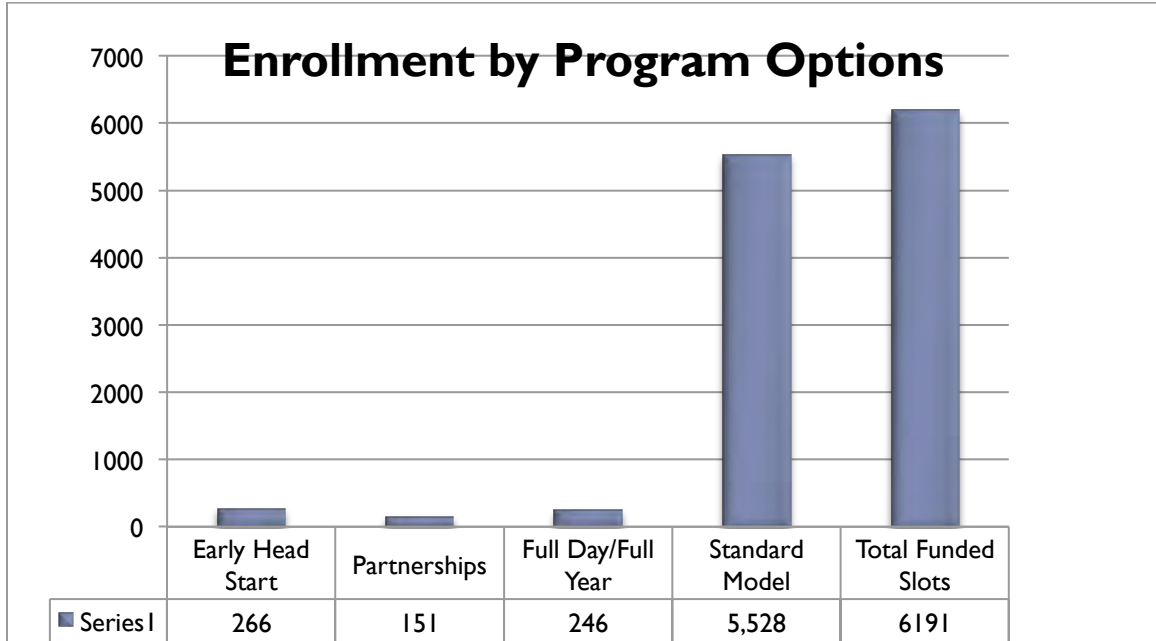
***Standard Head Start Model*** - five days per week, center based classroom format in twenty-five counties.

***Early Head Start*** - five days per week, center based classroom format; located in twelve counties (Leflore, Calhoun, Lauderdale, Lee, Warren, Winston, Itawamba, Yalobusha, Yazoo, Tishomingo, Perry and Prentiss).

***Full Day/Full Year Model***- five days per week, center based classroom format with extended hours and days in four counties (Lauderdale, Itawamba, Pearl River and Tippah).

***Blended Services Partnerships*** – a partnership agreement with a licensed daycare provider or public school to provide Head Start services to children and families.

**GRAPH 1**



Community and parent surveys were conducted in MAP’s service areas during the 2012 school year to determine the childcare needs of families. The results of this data, along with the Community Assessment showed that maximum enrollment for the 2012-2013 school year could be accomplished by allocating slots to each county and center as follows:

<b>Region I - 559</b>	
<b>Hancock County</b>	<b>174</b>
Bay Wayland	154
East Hancock	20
<b>Pearl River County</b>	<b>301</b>
Picayune Center	193
Poplarville Center	57
Rose of Sharon (McCarty)	51
<b>Perry County</b>	<b>84</b>
Richton Center	72 + EHS 12

## **Region II - 925**

<b>Claiborne County</b>	<b>162</b>
Richardson Center	162
<b>Franklin County</b>	<b>74</b>
Franklin Complex	74
<b>Lincoln County</b>	<b>198</b>
Lindsey Center	110
New Zion Center	88
<b>Warren County</b>	<b>491</b>
Kings Center	284
Cedars Center	183 + EHS 24

## **Region III - 861**

<b>Lauderdale County</b>	<b>611</b>
Charles Young Center	274
Meridian Center	111 + EHS 16
Toomsuba Center	135
R.L.T. Smith Center	75
<b>Scott County</b>	<b>250</b>
Midway Center	75
Forest Community	175

## **Region IV - 636**

<b>Leflore County</b>	<b>636</b>
Gilliam	430+ EHS 75+EM 23
Itta Bena Center	108

**Region V - 679**

<b><u>Itawamba County</u></b>	<b>232</b>
Fulton Center	123
Mantachie	97 + EHS 12
<b><u>Prentiss County</u></b>	<b>303</b>
Booneville	174
Pisgah	60 + EHS 4
Wheeler	57 + EHS 8
<b><u>Union County</u></b>	<b>144</b>
Union Center	144

**Region VI - 310**

<b><u>Calhoun County</u></b>	<b>82</b>
South Calhoun	74+ EHS 8
<b><u>Chickasaw County</u></b>	<b>94</b>
McIntosh Center	74
McIntosh at Okolona	20
School District	
<b><u>Yalobusha County</u></b>	<b>134</b>
Bryant Center	37
Water Valley	93+ EHS 4

**Region VII - 472**

<b><u>Winston County</u></b>	<b>259</b>
Winston Co.	259 + EHS 8
<b><u>Neshoba County</u></b>	<b>205</b>
Exhibit Hall	205

### **Region VIII - 456**

<u>Yazoo County</u>	<b>456</b>
Bentonia Gibbs	80
Yazoo City	287 + EHS 12 + 4EM
Linwood	37
Fouche'	36

### **Region IX - 498**

<u>Alcorn County</u>	<b>113</b>
Corinth	57
Kendricks	56
<u>Tippah County</u>	<b>176</b>
Chalybeate	80
Prather	96
<u>Tishmingo County</u>	<b>209</b>
Belmont	75 + EHS 4
Burnsville	54 + BS 20
Iuka	56

### **Region X - 795**

<u>Lee County</u>	<b>442</b>
Baldwyn Public	20
E.B. Flynn	36
Haven Acres	57
Mooreville Elem.	20
Nettleton	58
Northside	62
Saltillo	54
Shannon I	20
Shannon II	54
Verona	37 + EHS 12 + EHS HB 12
<u>Monroe County</u>	<b>246</b>
Aberdeen	143+ EHS 16 + EHS HB 12
West Amory	75
<u>Ponotoc County</u>	<b>107</b>
Pontotoc	62
Ecrú	45

**Full Day/Full Year - 246  
Profile**

<b><u>Lauderdale County</u></b>	<b>111</b>
Meridian	111
<b><u>Itawamba County</u></b>	<b>44</b>
Mantachie	44
<b><u>Pearl River County</u></b>	<b>60</b>
Picayune	60
<b><u>Tippah County</u></b>	<b>31</b>
Prather	31

**Blended Services Partnership - 151  
Profile**

<b><u>Pearl River County</u></b>	<b>71</b>
Rose of Sharon – McCarthy	51
East Hancock	20
<b><u>Chickasaw County</u></b>	<b>20</b>
Okolona Blended Services	20
<b><u>Tishomingo County</u></b>	<b>20</b>
Burnsville Blended Services	20
<b><u>Lee County</u></b>	<b>40</b>
Baldwyn Public	20
Mooreville Elem.	20

<b>FUNDED SLOTS:</b>	<b>Center Based</b>	=	<b>5,528</b>
	<b>Full Day/Full Year</b>	=	<b>246</b>
	<b>Partnerships</b>	=	<b>151</b>
	<b>Early Head Start</b>	=	<b>266</b>

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**TOTAL = 6,191**

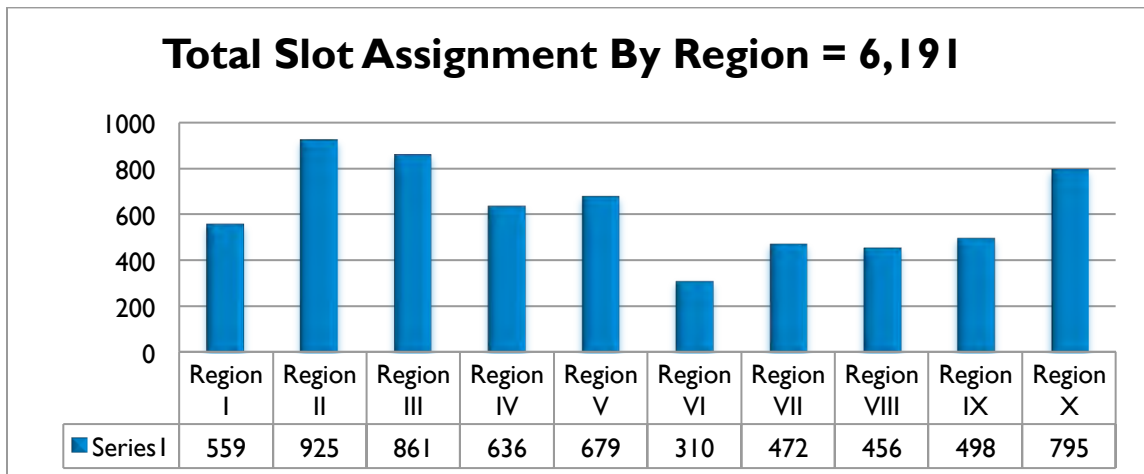
Within MAP’s twenty-five counties, where centers failed to reach full enrollment, center slots will be reassigned according to the location of identified children from an existing waiting list and available facility space.

It is our desire to have new facilities where children have been identified. In counties where there is a lack of facilities, childcare partnerships and blended services initiatives will be considered as an option to ensure full enrollment is obtained and maintained.

MAP’s service area has been sub-divided into ten regions that include the following counties:

- Region I: Hancock, Pearl River, Perry**
- Region II: Claiborne, Franklin, Lincoln, Warren**
- Region III: Lauderdale, Scott**
- Region IV: Leflore**
- Region V: Itawamba, Prentiss, Union**
- Region VI: Calhoun, Chickasaw, Yalobusha**
- Region VII: Winston, Neshoba**
- Region VIII: Yazoo County**
- Region IX: Alcorn, Tippah, Tishomingo**
- Region X: Lee, Monroe, Pontotoc**

**GRAPH 2**





## **HEAD START & EARLY HEAD START ELIGIBILITY AGE OF CHILDREN FAMILY INCOME**

To be eligible for Head Start services in MAP, Inc., Standard Program Option Models, a child must be at least three years old or four years old by September 1 of the current school year (i.e. child must be three years old or four years old by September 1, 2013 to be eligible for enrollment in Head Start for the 2013-2014 school year). Early Head Start exclusively serves children from six weeks old to three years old (**Center-Base & Home-Base**) as well as expectant mothers. Early Head Start Home-Based Option is designed for families where the parent is in the home with the child on a daily basis. The Home-Based program option is not a holding spot for transitioning into a Center-Based slot. Children enrolled in Early Head Start Home-Based option should remain there until enrollment into Head Start. If a parent chooses to discontinue participation in Early Head Start Home-Based, they are not automatically guaranteed enrollment into Center-Based Early Head Start.

A copy of the child's certified birth certificate is required to verify age. If the child was born outside of the United States and does not have a certified birth certificate the following shall be accepted in the order listed:

- A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by a parent, grandparent, or custodian;
- An insurance policy on the child's life, which has been in force for at least two years;
- A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by a parent, grandparent, or custodian.
- A passport or certificate of arrival in the United States showing the age of the child;
- A transcript of record of age shown in the child's school record for at least four years prior to application, stating date of birth;
- If none of these can be produced, an affidavit of age sworn to by a parent, grandparent or custodian.

A copy of the child's birth certificate must be attached to the application for enrollment. In the instance of a pregnant woman (Early Head Start Program), a written statement from a licensed physician is required to verify pregnancy and expected delivery date. A copy of the written statement must be attached to the application for participation.

It should be noted here that the age of the child does not change during the program year as it relates to age eligibility and record keeping. For example, a three-year-old child (as of August 1) born in December does not become four years old on his/her birthday. This child remains enrolled as a three-year-old Head Start enrollee throughout the school year.

At least 90% of the children who are to be enrolled in the Head Start Program and Early Head Start will be from low-income families. Up to 10% of the children enrolled may be children from families that exceed the low-income guidelines but who meet the eligibility criteria as established for selecting such children. Families who exceed the low-income (Over-Income) guidelines must be approved by central office.

An employee of MAP, INC. must verify the family income before the child or expectant mother is determined eligible to participate in the program. Verification must include examination of one of the following: Individual Income Tax Form 1040, W-2 Form(s), Pay Stub(s), Pay Envelopes, Written Statement from Employer, or documentation showing current status as recipients of public assistance. **A copy of the income document examined must be attached to the application of enrollment. The employee securing these documents must sign and make appropriate notation on application indicating the income has been verified. The Family Community Worker and Center Administrator must sign and date the Enrollment Eligibility Verification form prior to acceptance for Head Start.**

### CALCULATING INCOME USING PAY STUBS

Hourly Rate X Number of hours worked per week = Weekly Income	
Weekly	Weekly Gross X 52
Bi-weekly	Bi-weekly Gross X 26
Monthly	Monthly Gross X 12
Bi-Monthly	Monthly Gross X 24

### ELIGIBILITY AND ENROLLMENT FOR EXPECTANT MOTHERS

- A. An expectant mother and her family should be informed prior to enrollment that the Early Head Start (EHS) program is intended to serve the family prenatally and through the child's first three years of life. Expectant mothers who do not anticipate the need for EHS services for their children after birth are not appropriate candidates for EHS. It is not the intention of the EHS program only to serve expectant mothers without also providing services to the child upon delivery. The child will transition into Early Head Start, if the slot is available during the same school year. If no slot is available, the child will transition as soon as a slot becomes available.

- B. For the purpose of determining eligibility based on family income, the expectant mother is counted as two members of the household. In the case of an unmarried teenage girl, her own income determines her eligibility regardless of her parents' income. If the teen mother is enrolled in school, an official notarized statement from the school verifying the expectant mother's enrollment must be submitted for income purposes.
- C. Enrollment slots for the expectant mothers are filled at the beginning of the school year. The expectant mother will remain in the slot for the entire school year and services will continue through home visits after the baby's delivery. The next school year, the delivered child will be enrolled into the Early Head Start program with a returning status.

### **RECRUITMENT OF CHILDREN**

In order to reach those most in need of Head Start services, MAP uses a recruitment process that informs all families with Head Start eligible children within the recruitment area and encourages them to apply for admission to the Head Start Program. Registration of Head Start enrollee takes place at anytime during regular center hours throughout the year; however, **an intensive twelve-week recruitment drive is set for February 4, 2013 through April 26, 2013.** Enrollment Drive activities will involve the recruitment of children for center-based, Blended Services Partnerships and Early Head Start options.

**An intensive four-week drive is set for May 6, 2013 - May 31, 2013 for the recruitment of children for Early Head Start. An intensive six-week drive is scheduled for June 3, 2013 - July 12, 2013 for the recruitment of Expectant mothers for Early Head Start. *Expectant mothers' slots must be filled prior to the first day of school.*** Due to services that are required by the performance standards for expectant mothers, every attempt should be made to recruit them during their first trimester. This will allow time for services to be provided prior to the birth of the baby. The recruitment process includes, but is not limited to the following:

1. Schedule of recruitment activities prepared to explain who, what, when, where and how to implement the recruitment effort:
  - a. Dates of recruitment, site locations, etc.;
  - b. List of documents needed for enrollment (certified birth certificate, other documents to verify age for non-citizens, proof of family income, immunization record, social security card – non US citizens are not required to have social security card at time of registration; an ID number will be assigned)

- c. List of documents required for expectant mothers (insurance card/policy, birth certificate, social security card, proof of income, immunization record);
  - d. List of pamphlets and brochures about Head Start and MAP Head Start Program; and other materials to be given to parents of children applying for enrollment;
  - e. Completion date deadlines for identifying and training all persons responsible for recruitment activities; sending letters and making direct contacts with local agencies and groups to secure referrals and assistance in the recruitment effort; and filling out forms necessary for recapping registration drive information.
2. Announcements will be sent to local newspapers, television, and radio stations to advertise the recruitment drive on public service programs. The following information will be provided: dates, times and locations of recruitment activities; eligibility requirements; support documents needed to enroll a child in Head Start, contact persons for enrolling children. Fliers and other materials will be posted in local Laundromats, restaurants, cafes, grocery and food markets, health departments, Human Services Departments, city and county buildings, offices of service providers and other public and private buildings.
  3. **Returning Intent Letters** will be sent to parents of currently enrolled children. Parents will be asked to acknowledge their intent to re-enroll their children for the 2013/2014 school year. Family Community Workers will make contact with those parents who have not responded by designated time; either by phone or home visit to determine their intent. Centers will schedule a one week Registration Drive for parents to re-enroll their children.
  4. Notices will be sent to parents of eligible children who were placed on the Waiting List for the 2012/2013 school year. Parents will be asked to acknowledge their interest in enrolling their children in Head Start for 2013/2014 school year. A Family Community Worker will make contact with those parents who have not responded by designated time; either by phone or home visit to determine their intent. Parents will have to complete a new application for Head Start.

Registration sites will be open between 8:00 a.m. - 6:00 p.m. during the Recruitment Drive. Each center is required to operate extended hours at least once a week or more, if needed during the recruitment drive. Family Community Workers and other Recruitment Team Members will provide

transportation or make necessary arrangements for interested families who are unable to come to the registration site. Car pools are encouraged.

The recruitment process, though concentrated during the Recruitment Drive, continues throughout the school year to ensure that all families with eligible children in the targeted service area are aware and have access to Head Start services.

Child Protective Service agencies and foster homes are contacted to recruit children in their care. In addition, agencies providing statewide supervision and assistance services, i.e., Department of Education, Department of Human Services, Mississippi Council on Children, and Department of Mental Health are asked to share relevant data, which contributes to the successful recruitment of all eligible children. Information collected from participating agencies and organizations is used during the Recruitment Drive.

- In order to expand the disability services recruitment efforts and meet the 10% actual enrollment of children with disability requirements the Agency will collaborate with various agencies within the local community that provide services to special needs children. Team members will establish and broaden communications to facilitate identification and referrals of children with disabilities. The Disability Services Coordinator is asked to provide professional resources and guidance to recruitment teams.

The Director of Research and Development and Enrollment Coordinator have the delegated responsibility to assure compliance of all recruitment, selection, enrollment and attendance of Head Start eligible children regulations and procedures; for example, assures that all funded slots are filled according to federal guidelines and this plan. The Regional Managers and Center Administrators have delegated responsibility for monitoring, follow-up and compliance with regulations and procedures set forth in this plan. Employees of MAP, Inc. have the delegated responsibility to assure that the recruitment, selection, enrollment and attendance procedures are carried out as prescribed by this plan, 45 CFR Part 1305 and Head Start ACT 2007.

**Recruitment documents (Application for Enrollment, Enrollment Intent Statements, etc.) are maintained at the Center, Regional Office and Central Office level. Statistical data is prepared at the Central Office level and distributed to the appropriate Regional Office and Center staff.**

**Recruitment of Hispanic/Non-English Speaking Families – MAP’s multi-cultural program, which include bilingual staff, program consultants and community partners assist with the implementation of the Agency’s Enrollment, Recruitment and Selection Plan to ensure that all interested Non-English families have an opportunity to be considered for enrollment in Head Start and Early Head Start. Enrollment applications, program forms and materials are available in Spanish.**

## **Recruitment and Enrollment Procedures for Homeless Children and Families**

In conjunction with section 645. [42 U.S.C. 984] (a) (1) (A) the Secretary shall by regulation prescribe eligibility for participation of persons in Head Start programs assisted under this subchapter.

(B) Except as provided in paragraph (2), said regulation shall provide – ii that Homeless Children shall be deemed to be eligible for such participation. The McKinney-Vento Act provides definitions of Homeless Children and youth and outlines certain rights for homeless children.

### 11434a. Definitions

(1) The terms “enroll and “enrollment” include attending classes and participating fully in school activities.

(2) The term “homeless” children and youths

- Means individuals who lack a fixed, regular and adequate nighttime residence; within the meaning of section 11302 (a) (1) and
- Includes:
  - a) Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reasons; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals or are awaiting foster care placement.
  - b) Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
  - c) Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus and train stations or similar settings.
  - d) Migratory children (as such termed in section 6399 of title 20) who qualify as homeless because they are living in circumstances described in (a) through (c).

MAP will provide the opportunity for Homeless children to enroll in the Head Start Program according to the McKinney-Vento Act.

- Homeless children may attend their Center of origin or Center where they are temporarily residing.
- Homeless children are categorically eligible for Head Start.
- Homeless children/families can enroll in Head Start based on the families’ description of their living situations (if that description meets the Homeless

definition). However, staff is required to collect documentation to verify family's circumstance within two weeks of enrollment date.

- MAP will engage local school districts, homeless liaisons, private and public shelter providers, HUD Continuum of Care, and other homeless service agencies in MAP service areas to assist in the verification and documentation process.

## **INSTRUCTIONS**

### **Self Identification Form for Homeless and Highly Mobile Students**

#### **Title 1 – McKinney Vento**

#### **Mississippi Action for Progress, Inc.**

#### **Purpose:**

Mississippi Action for Progress, Inc. (MAP) is dedicated to improving educational outcomes for students who are defined as homeless and highly mobile. The McKinney Vento federal legislation ensures educational opportunities for homeless and highly mobile children and youth.

MAP, Inc. has increased outreach to homeless and highly mobile students (similar to the special education requirements for “child find”), which includes improving how the students are identified. The self-identification procedure described below can help to accomplish the following:

- Identify families and youth who qualify for benefits under the McKinney Vento law.
- Inform parents/guardians and youth of their rights and benefits under McKinney Vento so that they have the opportunity to declare their eligibility to claim their benefits.
- Alert staff to which students have specific rights under the McKinney Vento law.

**Procedure:** Families are asked this question at enrollment

*“Are you staying in a shelter or other temporary housing?”*

1. If the answer to the above question is “Yes,” ask the parent/guardian to complete the Self Identification form.
2. Send a copy of the form to:
  - Office of Research/Development
  - Regional Office
3. Enter data on Family Needs Assessment

**\*\*\*\*\* IF QUESTIONS, CALL Central Office at 601 923-4100 \*\*\*\*\***

**Self Identification Form for Homeless and Highly Mobile Students  
Title 1 – McKinney Vento  
Mississippi Action for Progress, Inc.**

Please answer the questions below that best describes your living situation. The purpose of this information is to ensure the rights of your children and youth under the McKinney Vento law.

**Do you or your family live in any of these situations? (Check all that apply.)**

- In a shelter (family shelter, domestic violence, youth or temporary housing)
- In a motel, hotel, or weekly rate housing
- Doubled up with friends or relatives because you cannot find or afford housing
- In an abandoned building, other inadequate accommodation, or in a car
- On the street
- Temporary foster care placement.
- With friends or relatives because you are an unaccompanied youth.

Yes, I/we are currently living in one of these situations. The child (ren) named below should be given the rights listed below.

Student name	Date of Birth
Student name	Date of Birth
Student name	Date of Birth
Parent/guardian or student signature	Date

**Your children have the right to:**

- Attend Head Start and continue in the Program they attended before you became homeless and receive transportation to that program.
- Enroll in school without giving a permanent address and attend classes while the Program arranges for a transfer, immunization records or other documents required for enrollment.
- Receive the same special programs and services, if needed, as provided to all other children served in Head Start.
- Have enrollment disputes quickly addressed.

The McKinney Vento Homeless Education Assistance Act and Mississippi Action for Progress, Inc. assure the educational rights above for homeless and highly mobile students.

*Call Central Office at 601 923-4100 for further information if needed.*

**This information is confidential and shall be kept for the current school year only. For a copy of this document, simply ask the staff person to make you a copy.**



## **Transition Procedures for Early Head Start CHILDREN AND FAMILIES**

### Performance Standard 1304.41 (c) (2)

To ensure the most appropriate placement and services following participation in Early Head Start, transition planning must be undertaken for each child and family at least six months prior to the child's third birthday. The process must take into account: The child's health status and developmental level, progress made by the child and family while in Early Head Start, current and changing family circumstances, and the availability of Head Start and other child development or child care services in the community. **As appropriate, a child may remain in Early Head Start, following his or her third birthday, for additional months until he or she can transition into Head Start or another program.**

In order to enhance the continuity of children as they move from the Early Head Start to Head Start, public school, or other community agencies, activities will be planned that address the transition needs of families and children. Parent involvement and information exchange with Head Start or school districts will be encouraged early in the year preceding transition.

### Procedure from MAP, Inc. Early Head Start to Head Start

1. The transition process will begin when the child turns 30 months of age.
2. The center administrator from Early Head Start will inform the Head Start center administrator of the number of children transitioning into Head Start.
3. The Early Head Start Center Administrator will schedule a transition meeting. The participants will include the parents, family community worker and center administrators from both Early Head Start and Head Start. The transition meeting for a child with disabilities will include: the parents, the child's child care provider, the family community worker, professional service providers, LEA representatives and any other members deemed necessary.
4. The Early Head Start Center Administrator will send the list of children transitioning to the Head Start Center Administrator.
5. The Head Start family community workers will contact the parents of the Early Head Start child to come in and complete an application and re-verify the family's income.
6. The Early Head Start parents should complete an application for Head Start immediately following the transition meeting. The date the parent completes the

application will be used as the date for enrollment priority. The Early Head Start parents will be given 30 days to complete an application and submit the supporting documentation for placement into the Head Start program.

7. Head Start will inform Early Head Start staff and families of local transition activities throughout the year as well as registration and orientation information in the spring during the school year.
8. Early Head Start family community workers will work with Early Head Start parents and family community workers to ensure a smooth transition process.

#### **Non-MAP Early Head Start Program Transition Plan into MAP Head**

1. The transition process will begin when the child turns 30 months of age.
2. Early Head Start Program staff will inform the Head Start Center Administrator of the number of children eligible to transition into Head Start.
3. The Early Head Start Program staff will schedule a transition meeting with MAP Head Start staff. The participants will include the parents and appropriate MAP staff and appropriate staff from Early Head Start Program. The transition meeting for a child with disabilities will include: the parents, the child's care provider, the family community worker, professional service providers, LEA representatives and any other members deemed necessary.
4. The Early Head Start Program staff will send a list of children who are eligible to transition to the Head Start Program.
5. The MAP Head Start staff will contact the parents of the Early Head Start children to come in and complete an application for enrollment.
6. The Early Head Start parents should complete an application for Head Start immediately following the transition meeting. The date the parent completes the application will be used as the date for enrollment priority. The Early Head Start parents will be given 30 days to complete application and submit the supporting documentation for placement into the Head Start program.
7. MAP Head Start staff will inform Early Head Start staff and families of local transition activities throughout the year as well as registration and orientation information in the spring during the school year.
8. The Early Head Start Program collaborates with Early Head Start parents and MAP Head Start staff to ensure a smooth transition process.

No element of these procedures will be construed to imply any form of financial obligation or liability, guarantee enrollment, or to confer on one party the capacity to represent or act as an agent of the other.

**Transition Plan into Early Head Start  
From Pregnant Woman Program to Enrollment of her Child**

- The enrolled pregnant woman's child automatically transitions into Early Head Start center-based option. The child will receive a status of a Returning Child.
- Planning for transition to continue Early Head Start will begin at the time the pregnant woman enrolls in the Early Head Start program.
- At time of enrollment the pregnant woman must sign an Intent of Enrollment Form for child to transition into Early Head Start center-based option after birth. The pregnant woman must continue to participate in the program until the infant is enrolled into Early Head Start. If the pregnant woman withdraws from the program after the infant's birth, the child does not automatically transition into Early Head Start.
- The mother must obtain the child's birth certificate, social security card, immunization record, and the insurance card for enrollment into Early Head Start.
- Early Head Start will simultaneously provide services to the pregnant woman while ensuring that there will be space available for the infant in the center-based option.
- In the event of unforeseen multiple births, the pregnant woman and family will be assisted with child care placement to the fullest extent possible. However, if placement is not possible, the pregnant woman and family will be assisted with finding child care among community resources.

**From Sending Agency or Home to Early Head Start (preparation):**

The parent(s), child and early interventionist (if the child has a disability) from the sending agency or home should visit the Early Head Start Program, review the curriculum, and observe activities taking place. This will allow the parent and Child Care Provider to share information regarding expectations, both short and long term. It will also provide an opportunity for Child Care Providers and parents to collaborate ways to help the child(ren) develop skills both at school and home. The sending agency, with the consent of the parents of a child with disabilities, will provide the receiving agency with the child's evaluation and assessment, Individualized Family Service Plan (IFSP) and Part C treatment services.

### **The Role of the Parent:**

- Obtain the child's birth certificate, social security card, immunization record and insurance card for enrollment.
- Visit Early Head Start with the child.
- Educate Early Head Start staff about their child's special needs
- Collaborate with Early Head Start staff throughout the school year
- Participate in Early Head Start Parents Orientation Meeting
- Share information about child's progress in sending agency.

### **The Role of the Receiving Program - Early Head Start:**

- Make arrangements to meet the family and child before school starts.
- Identify parents' concerns and plan together for the transition. Ensure that planning for children with a disability include any special equipment, training, nutrition needs, etc. in order to have everything in place prior to the child's first day of arrival into the center.
- Provide pictures, brochures, tour time for the family or previous service providers to observe daily activities.
- Conduct environmental analysis to determine modifications for children with disabilities
- Identify and supply special materials and equipment needed for children with disabilities.
- Provide the center staff information about the child's specific diagnosis and needs.
- Obtain strategies used in previous programs or home environment for the care and Educational development of the child.

## **PARTNERSHIP ENROLLMENT PROCEDURES**

The purpose of these procedures is to identify the roles and responsibilities of each service area in the enrollment partnership process. These procedures allow for the facilitation of effective inter and intra communication at all levels.

1. Potential partnerships for enrollment of children and families will be initiated through the Office of Research and Development by the Regional Manager.
2. The Research Director will communicate to the Management Team information regarding potential partnerships.
3. Upon expressed interest of potential partnership, the Office of Research and Development will assess the Agency's enrollment status to verify the number of slots needed and/or available for ERSEA compliance.
4. Research Director will submit proposed partnership to the Chief Operations Officer for approval to proceed.
5. Research Director and Regional Manager will meet with the potential partner to provide a general overview of the agency and discuss ERSEA requirements including identification of children for enrollment.
6. Program Services Director and Regional Manager will meet with the appropriate officials to discuss comprehensive services provided, as well as tour the facility for educational compliances (i.e., curriculum, staff requirements, etc.)
7. The Director of Finance, Director of Research and Regional Manager will begin the negotiation of the proposed partnership agreement, using the Agency's standardized agreement as a guide. The Regional Manager and the Center Administrator shall sign two of the proposed agreements prior to submission to the Research Director.
8. The Research Director will review and submit the proposed agreement to the Chief Operations Officer and Director of Finance for review.
9. The Finance Director will review the final agreement for all possible financial and liable exposure to the Agency. After review, the Director of Finance will submit the partnership agreement, with proposed costs, to the Chief Operations Officer and the Chief Executive Officer for review and consideration for approval.
10. Upon approval and affix of signature by the Chief Executive Officer, the Chief Operations Officer will attest the approval by signature of the agreement and submit to the partner for consideration of approval.
11. Upon approval by the partner, the Chief Operations Officer will submit an original of the approved partnership to the Partner and a copy to the Director of Research for distribution to central office departmental Directors and Regional Manager.

12. The Regional Manager will forward a copy of the executed agreement to the Center Administrator.
13. Human Resource Director will assist in orientation and hiring of staff ensuring that the Agency's Human Resource requirements are met.
14. Regional Manager and Center Administrator will begin preparation to enroll and serve children.
15. All Service areas will monitor Partnership Sites within thirty (30) days of operation.

## **SELECTION PROCESS**

The Selection Priority Criteria is designated to ensure that MAP enrolls those children who are Head Start and Early Head Start eligible and in the greatest need of Head Start services.

Through consistent application of the priority criteria, MAP Head Start Program will enroll 90% or more low-income children. Ten percent of the actual enrollment will be children with disabilities and may come from families whose income exceeds the low-income guidelines. Working Low-Income Families whose income is between 101-130% of poverty guidelines will be given consideration within the ten percent over-income provision.

The selection priority criteria are based on the following:

- ▶ **Income** of eligible families, **age** of the child, **availability** of kindergarten or first grade to the child; and extent to which a child or family meets other **criteria** that MAP has established in compliance with 1305.3(c)(6).
- ▶ **Homeless** children, foster care children and recipients of public assistance (TANF/Supplemental Security Income) are categorically eligible for Head Start.
- ▶ At least **10%** of the total number of **children actually enrolled** in the MAP Head Start Program during an enrollment year will be **children with disabilities** who are determined to be eligible for special education and related services, or early intervention services by the State or local agency providing services under section 619 or Part C of the Individual with Disabilities Education Act [**IDEA**] (20 U.S.C. 1419, 1431 et seq.). An exception to this requirement can be granted only if the responsible HHS Official determines, based on such supporting evidence as he or she may require and that MAP has made reasonable effort to comply with the requirement, but was unable to do so because there was an insufficient number of children with disabilities in the recruitment area who wished to attend the program and for whom the program was an appropriate placement based on

their Individual Educational Plan (IEP), with services provided directly by Head Start or in conjunction with other providers.

In accordance with 45 CFR Part 1 307 (NPRM) Section 1307.5, disabled children in the Early Head Start Program shall receive services appropriate to their needs. MAP, Inc. will work with Part C in implementing the Individuals with Disabilities Education Act to assure provision of the coordinated delivery of services to infants and toddlers with disabilities.

In compliance with the provisions of 45 CFR Part 84, “Nondiscrimination on the Basis of Disabilities in Programs and Activities Receiving or Benefiting from Federal Financial Assistance, and of the American with Disabilities Act of 1990,” children screened for enrollment are identified in one of these categories:

**No Disability:** child has no disabling conditions either diagnosed or suspected at time of registration/enrollment.

1. **\*Suspected Disability:** Child has not been professionally diagnosed prior to enrollment and/or diagnosed; support documents are not given at the time of registration/enrollment. Disability will be noted as “suspected” until such time that the support documents are received. Criteria points revisited based on support documents. Parents report suspected disability during intake process.
2. **Diagnosed Disability - Single:** child with one professionally diagnosed disabling condition at the time of registration /enrollment; support documentation on file.
3. **Diagnosed Disability - Multiple:** child who in addition to his/her primary or most disabling condition at the time of registration/enrollment has one or more other disabling condition(s). All or both are professionally diagnosed. Support documentation on file.

At the time of registration, parents of children with disabilities are asked to provide the name of physician(s) or other professional(s) providing diagnosis and obtain a written statement describing the disabilities and treatments from the professional. Diagnostics screenings, mental health staff and licensed health professionals are used to identify children with disabilities not diagnosed prior to enrollment.

- ▶ MAP maintains a Waiting List during the school year, which ranks children according to the program’s selection criteria to assure that eligible children enter the program as vacancies occurs.

**To further ensure objectiveness and fairness, manual and computerized child tracking system (ChildPlus) does the awarding of points and subsequent rankings.**

Children not enrolled will remain on the Waiting List for the current school year as long as he/she is Head Start eligible. **Exception:** Family moves from service area; staff unable to locate family at the time of enrollment opportunity; or parent indicates that he/she is no longer interested in Head Start services. Note: If family moves back into area and express desire for Head Start services (in writing), the child may be placed on the Waiting List.

Children re-enrolling (returning/current children) are not affected by the Selection Criteria process, as they remain eligible until kindergarten is available to them.

Generally, priority will be grouped, in descending order, as follows:

### **Head Start**

- First Priority:** Four year olds with disability below low-income *poverty level/categorically eligible*.
- Second Priority:** Four year olds below low-income *poverty level/categorically eligible*.
- Third Priority:** Three year olds with disability below low-income *poverty level/categorically eligible*.
- Fourth Priority:** Three year olds below low-income *poverty level/categorically eligible*.

### **Early Head Start**

- First Priority:** Family with pregnant woman in third, second or first trimester of pregnancy, **multiple births** (three or more and/or children under three years of age, below low-income poverty level).
- Second Priority:** Family with pregnant woman in third, second or first trimester of pregnancy, **twin births** (two or more) and/or children less than three years of age, below low-income poverty level.
- Third Priority:** Family with pregnant woman in third, second or first trimester of pregnancy, **single birth** and/or children less than three years of age, below low-income poverty level.
- Fourth Priority:** Family with children under three years of age, below low-income poverty level.



## **COMPUTERIZED & MANUAL SELECTION CRITERIA RATINGS**

Children are selected for Center-Based enrollment, in Head Start and Early Head Start, whose family income meets the current Head Start Family Income Guidelines or whose family is categorically eligible and have the greatest number of points in the following categories (select only one item from each category):

<b>Age</b>	
4 year old next school year	30
3 year old next school year	15
<b>Income/ Categorically Eligible</b>	
Homeless	75
Foster Care	75
Public Assistance (TANF/Supplemental Security Income)	75
Below Income Guidelines	40
**Working low income between (101-130%)	05
Over Income	00
<b>Disability</b>	
Disability diagnosed, multiple	30
Disability diagnosed, single	25
Disability suspected	05
No Disability	00
<b>Parental Status</b>	
Single Parent	25
Other Family Type or Relative(s)	15
Two Parent	05
<b>Other</b>	
Transition from MAP's Early Head Start	25
Referral from Protective Service/Emerg. Asst.	15
Referral from other Agency Professional	05

**\*\*To be determined by Central Office.**

The Eligibility Priority Selection Worksheet supports the computerized selection criteria. A worksheet is completed for each application received. The data on the worksheet is entered into the child tracking system. Subsequently, a ranked listing of all applicants is produced from the child tracking system. This ranked listing is used to select children for enrollment in each Head Start and Early Head Start Centers.

The Eligibility Priority Selection Worksheet supports the manual selection. A worksheet is completed for each application received. The total for each category is calculated and

entered on the Criteria Worksheet. The worksheets are arranged in numerical descending order. A computer generated roster (**Report 2025**) of children, in descending order, is prepared by the Center Administrator and forwarded to the Office of Research for acceptance.

Children are manually selected for **Early Head Start** enrollment, whose family income meets the current Head Start Family Income Guidelines or whose family is categorically eligible and have the greatest number of points in the following categories (select only one item from each category):

**Age**

6 weeks - 6 months	25
7 - 11 months	15
12 - 18 months	10
19 - 24 months	05
25 - 36 months	04

**Income/ Categorically Eligible**

Homeless	75
Foster Care	75
Public Assistance (TANF/Supplemental Security Income)	75
Below Income Guidelines	40
**Working low income between (101-130%)	05
Over Income	00

**Disability**

Disability diagnosed, multiple	30
Disability diagnosed, single	25
Disability suspected	05
No Disability	00

**Parental Status**

Teen Mother	25
One Parent	15
Other Family Type or Relative	15
Two Parent	05

**Other**

Referral from Protective Service	25
Referral from Other Head Start Program	10
Referral from Other Agency or Professional	05

**\*\*To be determined by Central Office.**

Pregnant women are manually selected for **Early Head Start** participation whose family income meets current Head Start Family Income Guidelines or whose family is

categorically eligible and have the greatest number of points in the following categories (select only one item from each category):

<b>Age</b>		
First Trimester		25
Second Trimester		15
Third Trimester		10
<b>Income/ Categorically Eligible</b>		
Homeless		75
Foster Care		75
Public Assistance (TANF/Supplemental Security Income)		75
Below Income Guidelines		40
**Working low income between (101-130%)		05
Over Income		00
<b>Parental Status</b>		
Teen Mother		25
One Parent		15
Other Family Type or Relative		15
Two Parent		05
<b>Disability Status</b>		
Disability diagnosed, multiple		30
Disability diagnosed, single		25
Disability suspected		05
No Disability		00
<b>Other</b>		
Referral from Protective Service		25
Emergency Asst./Family Needs		15
Referral from Other Agency or Professional		05

\*\*To be determined by Central Office

## **NOTIFICATION TO PARENTS OF APPLICANTS**

All parents of applicants are notified, in writing, of the status of their child's application for enrollment. Parents have seven (7) business days from the postmarked date of notification to indicate his/her intent.

## ENROLLMENT AND RE-ENROLLMENT

The Agency's funded enrollment must be reached and maintained to ensure that resources are being used efficiently. When it is determined that a vacancy exists, no more than 7 calendar days may elapse before the vacancy is filled. However, vacancies will not be filled when 60 calendar days or no less than 45 calendar days remain in the program's enrollment/school year. The cut-off date for enrollment of children in MAP's Head Start Program for the 2013/2014 school year is March 3, 2014. The cut-off date for children enrolled in Early Head Start and Full Day/Full Year centers for the 2013/2014 school year is March 31, 2014.

### ENROLLMENT

A copy of the child's Certified Birth certificate is required to verify age of the child. Prior to actual entry/attendance at any licensed Head Start facility, the Mississippi State Board of Health requires that all children receive at least one dose of the following:

- ▶ DTP Vaccine (Diphtheria, Tetanus, Pertussis)
- ▶ OPV (Oral Polio Vaccine)
- ▶ Measles Vaccine
- ▶ Rubella Vaccine
- ▶ HIB (PRP-D)
- ▶ Varicella

#### MS School Entry Immunization Requirements 2012-2013

Vaccine/antigen	No. of doses
Diphtheria, Tetanus, Pertussis (DTaP)	5
Polio (IPV)	4
Hepatitis B	3
Measles, Mumps, Rubella (MMR)	2
Varicella (chickenpox)	2
Tdap	1

An up-to-date immunization form (MSDH-121) from the local county health department or a signed statement from the family physician certifying completion of the above minimum immunization series is required for enrollment. Infants cannot be enrolled at Early Head Start until the initial immunization series (after six weeks) has begun; written verification from local county health department or family physician is required.

Enrolled children must be kept up-to-date on immunizations as required by the State Department of Health.

Medical Waiver is the only exception to immunization requirement. There must be a written statement (signed and dated) from physician stating the nature of the child's illness or disability that prohibits immunization.

All parents of applicants screened and determined eligible for the 2013/2014 school year will:

- ▶ Be assigned an intake appointment.
- ▶ Complete enrollment package, i.e. needs assessment, parental consent forms, etc.
- ▶ Agree to have child ready for school on opening date or notify center administrator of intent.
- ▶ Be informed that the time between school opening date and the date of attendance for all children (returning and new) shall not exceed five (5) school days without prior written approval from the Director of Research and Development. Parents are required to make a request for extension in writing.
- ▶ Parents are required to submit proof of residence -- utility bills, phone bills, etc.
- ▶ If a child is not enrolled by parent(s) proof of legal guardian is required and must be maintained in the child's enrollment records.

## **STAFF REQUIREMENTS**

- The Family Community Worker examines age and income support documents at the time of intake and signs a Staff Verification Statement on the Enrollment Eligibility Verification Form. This statement includes consequences for falsification or misrepresentation of enrollment information. Family Community Workers are not allowed to verify income documents of family members.
- The Center Administrator determines final age and income eligibility for participation in the Enrollment Verification Process through the review of enrollment documents and agency. The Center Administrator's signatures are required on the Enrollment Verification Form.

## RE-ENROLLMENT

The activities outlined herein apply to those children who are presently enrolled who will not be attending kindergarten 2013/2014 school year.

Each child enrolled in MAP Head Start Program will be allowed to remain in Head Start until kindergarten is available for the child in the child's community. The Head Start Program may choose not to re-enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with greater need for Head Start services.

If a child is found income eligible and participating in MAP Head Start Program, he or she remains income eligible through the enrollment year and the immediate succeeding enrollment year. **A child must be age eligible and income eligible to be Head Start eligible.**

Parent /Guardian are required to do the following:

1. Return the Re-enrollment Intent Statement at the bottom of notification letter by date indicated on letter.
2. Notify staff of changes in family status (income, family size, address, etc.). The family community worker must document all changes on the Change of Status form.
3. Agree to have child ready for school on opening date or notify the Center Administrator of intent; and
4. Be informed that the time between school opening date and the date of attendance for all children (returning and new) shall not exceed five (5) school days without prior written approval from the Director of Research and Development. Parents are required to make request for extension in writing.

## ATTENDANCE

When the monthly average daily attendance rate, in any of the center-based programs or partnerships, falls below 85%, the cause(s) of absenteeism will be analyzed. The analysis will include a study of absence patterns for each child, including the reasons for absences as well as the number of absences that occur on consecutive days.

Excessive unexcused absences may result in termination from the program. If absences are a result of illness or well-documented absences for other reasons, no corrective action is taken. If, however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, MAP will initiate appropriate family support procedures for a child(ren) with three or more consecutive unexcused absences. While not consistent with Section 1305.8, which states four consecutive days, this policy promotes early intervention in the event other Head Start services are needed. These procedures will include home visits or other direct contact with the child's parents. Contacts with the family emphasize the benefits of regular attendance; while at the same time allows sensitivity to special family circumstances influencing attendance patterns. All contacts with the child's family regarding attendance as well as family support services provided by Head Start staff are documented using ChildPlus Tracking System and the Family Contact Log.

The Policy on Absenteeism has been adopted to help ensure:

- ▶ Regular attendance,
- ▶ Each enrollee receives maximum benefits from the comprehensive, developmental program, which has been designed to meet his/her particular needs,
- ▶ Each eligible child has the opportunity to participate in the child development program and,
- ▶ Each Head Start Center maintains a maximum funded enrollment and a minimum acceptable average daily attendance of 85%.

The Center Administrator is responsible for the implementation of the Policy on Absenteeism for children. The Center Administrator will coordinate this effort with the Regional Office to assure compliance and timely enforcement of the policy. The Center Administrator is required to request in writing permission to maintain a child on the roll who will be out for an extended period of time. A service plan should accompany the written request.

### **APPEAL PROCESS**

Mississippi Action for Progress, Inc. strives to be fair in the selection and enrollment of children applying for Head Start services. However, in the event a child is not accepted for enrollment, or dropped from class roll and the parent(s) desire to question or challenge the decisions, the following appeal procedures must be followed:

1. Parents will contact the Regional Manager within the local Region by telephone for written explanation regarding enrollment concerns. If the matter is not resolved satisfactory to the parent proceed to step 2.
2. Parents will contact the Department of Research and Development in the Central Office, 1751 Morson Road, Jackson, MS, 39209, or by telephone at [601] 923-4106 for written explanation (detailing entire procedure within five working days

after receipt of notification. Requests are preferred in writing however not required. Verbal requests must be followed-up in writing by the Department of Research and Development.

3. A parent conference will be scheduled to discuss and resolve the complaint or concern with the Center Administrator and/or the Regional Manager. A written report of conference will be forwarded to the Research and Development Director and a letter setting forth the conference conclusion(s) will be mailed to the parent(s).
4. If a resolution is not satisfactorily (to parent) reached at the conference, the Director of Research and Development will hear and resolve the complaint or concern within five working days after step two has been completed. A written report of the conference conclusions will be submitted to the Agency Administrator and the parent(s).
5. In cases when complaints or concerns are not resolved satisfactorily (to parent) in step three, the Policy Council will be presented a recommendation from the Agency Administrator. Parents will be sent a copy of the recommendation and will be informed of their rights to be present at the Policy Council meeting. The Policy Council will either approve or disapprove the recommendation. The parents will be notified in writing of the Policy Council's decision.
6. The Board of Directors will be informed of all decisions made by the Policy Council regarding this matter. The Board will review (written material only) and make final decision in cases not satisfactorily (to parent) resolved by the Policy Council.

Mississippi Action for Progress, Inc. will provide every possible means of assisting the family with complaints or concerns adversely affecting their child's enrollment and attendance in Head Start. However, failure to adhere to MAP, Inc. Head Start Program's policies and regulations may result in termination of services. Parents may appeal the Head Start Program's decision in the manner outlined above.

### **POLICY ON FEES AND COMPLIANCE**

Mississippi Action for Progress, Inc. does not prescribe any fee schedule or otherwise provide for the charging of any fees for participation in the MAP Head Start Program. If the family of a child determined eligible for participation by MAP Head Start Program volunteer to pay part or all of the costs of the child's participation, MAP may accept the voluntary payments and will record the payments as program income.

Failure On The Part Of Mississippi Action For Progress, Inc. To Comply With The Requirements Of 45 Cfr Part 1305 May Result In A Denial Of Refunding Or Termination In Accordance With 45 Cfr Part 1303, "Procedures For Appeals For Head Start Delegate



Agencies, And For Opportunities To Show Cause And Hearings For Head Start Grantees.”

## **POLICY ON ABSENTEEISM CENTER-BASED**

### **Statement I – Definitions**

It is the policy of MAP, Inc. to mark a child absent (A) in the class roll book and on the Monthly Attendance Report and Child Plus.Net Tracking Form 2320 of any and all days that he/she is not present. The reason(s) for a child’s absence may fall into two categories:

1> **Controllable Unexcused Absence:** includes situations in which the family and/or Head Start Program working separately or together can solve or correct. Examples of controllable conditions are:

- ✓ Parent/teacher conflicts wherein a party may not understand certain policies or regulations which MAP must follow in providing services to children;
- ✓ Teacher/child conflicts which may arise from a disciplinary problem;
- ✓ Child/child conflicts wherein one child may become the object of another child’s hostility or jealousy.

2> **Uncontrollable Excused Absence:** Includes situations, which the child’s family or the Head Start Program can exercise no direct control. Examples of uncontrollable situations are:

- ✓ severe or adverse weather conditions
- ✓ center transportation or facility problems (timeframe)
- ✓ child’s illness or accident
- ✓ family emergencies
- ✓ other special documented situation(s)
- ✓ medical/dental appointments

3> **Arrival Time:**

Children should arrive at the center daily by 9:00 a.m. Children arriving after 9:00 a.m. will not be permitted to stay except in case of emergency (wherein parents will notify the Center Administrator that the child will arrive after 9:00 a.m.). The Center Administrator will use their management discretion regarding the arrival time as appropriate. Parents are encouraged to schedule medical,

dental, etc. appointments after 2:00 p.m. This policy is to ensure that children are at the center for a sufficient amount of time to receive all services.

### Statement II - **Incentive for Attendance**

- 1> **Attendance Award:** Parent(s) and children who are in school at 90% or more of the scheduled school days will be given individual attendance certificates at the end of the school year. The number of scheduled school days is provided on the primary schedule of center operations. In determining a parent eligible for this attendance certificate, the Unit Teacher will count the total number of days that each child has been present. Excused absences will not be counted against the child for reasons listed in Statement I - Definitions, Section 2, and Uncontrollable.
- 2> **Area Attendance Award:** At the end of the year, a certificate will be awarded to those centers that averaged 90% enrollment throughout the school term. Award will be based on information retrieved from monthly Enrollment and Attendance Tracking Instrument.

### Statement III - **Procedures for Policy Implementation**

A child's parent will be contacted by telephone and/or home visit when either of the following situations occurs:

- 1> Child is absent for three consecutive days;
- 2> Child attends class irregularly;
- 3> Child is tardy excessively.

Family Community Workers have the primary responsibility for contacting parents to determine the reason(s) for the child's absence. If the Family Community Worker is unavailable, the Center Administrator or designated staff person (by Center Administrator) is required to ensure compliance with this policy:

- 1> Parents are asked to notify the Center Administrator when their child will be absent. A telephone call, a note sent by the bus driver or bus monitor, a message given to a staff member is acceptable;
- 2> The Unit Teacher keeps a daily attendance record for the children and notifies the Family Community Worker when a child has been absent three consecutive days or when a child attends class irregularly. At the end of the week, attendance records are entered on the Child Plus Tracking System. This reinforces check and balance in attendance tracking.

#### Statement IV - **Dropping Child from Class Roll**

A child will be dropped if:

1. his/her attendance remains irregular after contact from MAP staff.
2. he/she is absent for more than 7 consecutive days without written permission from the Office of Research and Development.
3. family voluntarily withdraws child from program.
4. the family moves out of center's geographic service area. If family returns to the area, child may be placed on the Waiting List upon receipt of written parental request.
5. Center Administrators will inform the Regional Office and Office of Research and Development of intent to drop a child from the roll. Supporting documentation must accompany letter of intent to drop a child.
6. when a child is dropped from the class roll a "Change of Status" form is completed and placed in the child's file.
7. Center Administrator will inform the parent(s) in writing when possible of intent to drop a child. Parent shall be notified within 5 days of intent to drop.
8. Center Administrator officially terminates the child from the roll.

#### Statement V - **Dropping Expectant Mothers from the Program:**

An expectant mother will be dropped if:

1. They do not anticipate the need for EHS services for their child after birth.
2. Her participation remains irregular after consistent contact from MAP staff.
3. A miscarriage occurs, but she will not be dropped before crisis intervention has been provided to her.
4. The expectant mother moves out of center's geographic service area. **If mother returns to the area and the baby has been born, the child may be placed on the Waiting List upon receipt of written request.**

5. Center Administrators will inform the Office of Research and Development of intent to drop an expectant mother from the roll. Supporting documentation must accompany letter of intent to drop her.
6. When an expectant mother is dropped from the program a “Change of Status” form is completed and placed in her file.

## **CONFIDENTIALITY POLICY**

It is the policy of Mississippi Action for Progress, Inc. Head Start Program to ensure that all information received on children and their families is maintained confidentially. Individual documents in child/family records are stamped “confidential” to reinforce policy. Parents must give written permission to release information.

### **Manual Storage of Information:**

Records are stored in locked file cabinets. Access to information is determined by day-to-day operational needs or approved on a case need, approved by appropriate content Directors. Parents, guardians, those designated in writing by parent, guardian or other authorized person have access to their own child’s/family’s record, but are not privileged to information for any other family enrolled or on Waiting List.

### **Computerized Storage of Information:**

#### Internal Safeguards

**Authorized Users:** Records are maintained at the Central Office, Regional Office, and Center. Access is gained by user identification and password known only to authorize users who are MAP staff or contractor of MAP.

#### Physical Safeguards

Access to computer system where data is stored electronically is restricted to individuals duly trained by Central Office Information Management staff or its representatives.

#### Procedural and Technical Safeguards

Approval for access and use of MAP computer system is required prior to issuing user ID and account. Password is required to access data. It controls the release of data to only authorized users. All users of confidential information in connection with the performance of their assigned duties protect information from public view and from unauthorized personnel entering an unsupervised office. Records maintained by MAP cannot be released without adhering to approved procedures and only to authorized individuals.

**RECRUITMENT DRIVE AND  
ENROLLMENT DUTIES AND RESPONSIBILITIES**

**Director of Research and Development:**

1. Responsible for revising and reviewing the Agency's Recruitment and Selection Plan annually to ensure compliance with MAP's procedures, Head Start Performance Standards, State, and Federal guidelines.
2. Responsible for ensuring that the Recruitment and Selection Plan is reviewed and approved by Policy Council annually.
3. Responsible for ensuring that recruitment and enrollment procedures are efficiently implemented as prescribed in the Recruitment and Selection Plan. To include reviewing and verifying approval list of all enrolled children.
4. Responsible for ensuring that the Selection Plan is executed in the most efficient manner to provide enrollment opportunities for Head Start eligible children and families.
5. Responsible for training staff on Enrollment and Recruitment activities.
6. Responsible for keeping Management Team and Agency Administrator abreast of Enrollment and Recruitment activities.

**Enrollment Coordinator:**

1. Responsible for monitoring recruitment activities to ensure recruitment procedures are implemented as prescribed in the Recruitment and Selection Plan.
2. Responsible for tracking, verifying and monitoring enrollment of children based on results of the Selection Process.
3. Responsible for staying abreast of Recruitment activities; forwarding recruitment and enrollment reports to Director of Research and Development.
4. Responsible for managing recruitment activities to ensure efficient implementation as prescribed by the Recruitment, Enrollment, Eligibility and Attendance Selection Plan.
5. Responsible for assisting with training Recruitment Team members on recruitment procedures; monitor Drive activities; provide technical assistance and follow-up training where needed.

6. Responsible for providing Recruitment Team with reference manuals, directives, forms, and supplies needed for recruitment drive.
7. Responsible for drafting, reproduction and distribution of letters, public service announcements, fliers and news releases [for public awareness campaign].
8. Assure that the needs of the Community Assessment are addressed.
9. Compare statistical data from state on available preschool population in MAP, Inc. service area.

**Regional Administrator/Regional Generalist:**

1. Responsible for monitoring recruitment activities to ensure ERSEA procedures are implemented as prescribed in the **Enrollment. Recruitment and Selection Plan**.
2. Responsible for monitoring to ensure that full enrollment is reached and maintained and to make recommendations for reassignment of slots as needed.
3. Responsible for monitoring enrollment, recruitment, selection, eligibility and attendance activities; and submitting recruitment and enrollment reports to Director of Research and Development.
4. Responsible for scheduling recruitment team training; ensure the efficient implementation of recruitment procedures in assigned area.
5. Responsible for identifying recruitment areas and boundaries within service areas along with Center Administrators.

**Center Administrator:**

1. Responsible for monitoring ERSEA activities for compliance as outlined in Agency's Recruitment and Selection Plan and submitting recruitment reports to the Regional Administrators.
2. Responsible for identifying recruitment team members; ensure the efficient implementation of recruitment and enrollment procedures in the center.
3. Responsible for identifying recruitment areas and boundaries within service area.
4. Responsible for obtaining assigned center slots as prescribed in the Recruitment and Selection Plan.
5. Responsible for checking all applications recruited and/or verified by recruitment teams to make sure:
  - (a) all forms are completed and properly dated;

- (b) support documents are attached;
  - (c) missing information is identified and appropriate follow-up is done;
  - (d) new applications are needed for previous school year waiting list children;
  - (e) that all applications are entered on the Child Plus Tracking System.
6. Responsible for assigning children to classrooms with assistance from regional office staff, to ensure compliance with Head Start, Federal and State guidelines. The following placements of children in the classroom are not recommended:
- (a) The placement of siblings in the same classroom.
  - (b) The placement of children in their parent's/relative classroom if the Head Start/Early Head Start staff is the parent/relative of the child.
  - (c) Three year old classrooms may enroll 15 children, and with written permission can enroll 17 children.
  - (d) A four year old classroom may enroll **up to 20 children only**.
  - (e) A mixed classroom serves predominantly four year old children, with No more than 20 children enrolled.
  - (f) Parents cannot request classroom assignment for their children.
7. Center Administrator will determine final age and income eligibility for participation in the Head Start/Early Head Start programs. The Center Administrator's signature is required on the Enrollment Eligibility form.
8. Utilize Community Partnership Agreements to enhance recruitment efforts including children with disabilities.

**Recruitment Team Member {ALL STAFF}:**

- 1. Responsible for recruiting in all communities in service areas.
- 2. Responsible for accurately completing forms and retrieving all supportive documents.
- 3. Responsible for recruiting the number of enrollees necessary to maintain full enrollment and a 10% waiting list.

**ENROLLMENT POLICY**

Subject: **HEAD START AGE/INCOME ELIGIBILITY**

**POLICY:**

It is the policy of Mississippi Action for Progress, Inc. to determine eligibility for participation in the Head Start/Early Head Start Program in accordance to the Head Performance Standards and the Head Start Act.

**PROCEDURAL PROCESS**

1. The Center Administrator determines final age and income eligibility for participation in the Enrollment Verification Process through the review of enrollment documents and agency forms. The Center Administrator's signature is required on the Enrollment Verification Form prior to child's acceptance for participation in the program.
2. The Family Community Worker examines age and income support documents at the time of intake and signs a Staff Verification Statement on the Enrollment Eligibility Verification Form. This statement includes consequences for falsification or misrepresentation of enrollment information. Family Community Workers are not allowed to verify income documents of family members.
3. To avoid conflict of interest, Family Community Workers will not determine eligibility for relatives.

The Enrollment Eligibility Verification Form documents:

1. Age Eligibility
  - a) Certified or authentic birth certificate
  - b) Pregnancy and expected delivery date, verified by licensed physician
  - c) Children born outside the United States age will be verify as outline in the Agency's Recruitment and Selection Plan.
2. Family Income Verification
  - a) Number in household/family
  - b) Income documents (Public Assistance, Foster Care, Employer verified, Pay stub, Income Tax Return, Homeless, Child Support W-2 forms, etc.)
  - c) The period of time income was earned
3. The Parent/Guardian is required to sign a verification statement on the Enrollment Eligibility Verification Form that verifies legal guardianship of the child and that eligibility information provided on the form is true.

Staff failure to comply with the above procedures for determining eligibility may result in disciplinary action, including termination. Falsification of information presented by parent(s)/guardian may result in termination of Head Start/Early Head Start services.

***MISSISSIPPI ACTION FOR PROGRESS, INC***

**Research and Development**

**1751 Morson Road --- Jackson, MS 39209 / Telephone: 601-923-4100**

**Fax: 601-923-4157**

**Enrollment, Recruitment, Selection, Eligibility and Attendance Training  
Acknowledgement Form**



I have received training on the Agency’s Enrollment Plan, I understand that the policies, procedures and guideline within the Plan must be executed accordingly. I also understand that failure to adhere to the guideline set-forth in the aforementioned document will lead to disciplinary actions up to and including termination.

Additionally, I understand that a copy of the Recruitment Plan will be maintained in the Center Administrator’s and Family Community Worker’s Offices for quick reference. The Recruitment Plan will also be available on the Agency’s web site.

To avoid conflict of interest, Family Community Workers will not determine eligibility for relatives.

Center Administrators will determine eligibility. Center Administrators will determine final age and income eligibility for participation in the Head Start/Early Head Start Programs. The Center Administrator’s signature is required on the ***Enrollment Eligibility Verification Form*** prior to acceptance for participation in the program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

### Recruitment Training Team

Staff Person(s)	Number of Staff Persons per Center
Nutrition	1
Teacher(s)	1 per 1 to 3 Unit Center, 2 per 4 to 10 Unit Center, 5 per 11 or more Unit Center
Center Administrator	1

Bus/Transportation Staff	To be determined by Center Administrator
Family Community Workers	1 per 1 to 3 Unit Center, 2 per 4 to 10 Unit Center, 3 per 11 or more Unit Center

**RECRUITMENT DRIVE ACTIVITY SCHEDULE  
JANUARY 11 - JUNE 7, 2013**

**PHASE I - Recruitment Training (January 11 & January 14-18, 2013)**

Recruitment Training will be conducted in all Regions. Training will be scheduled for 9:30 a.m. - 2:30 p.m. at all sites. Participants should include **ALL Recruitment Team Members from each Center and Region.**

**PHASE II - Public Awareness Campaign (January 14 – May 31, 2013)**

Intense public awareness activities for the upcoming school year -- News releases and announcements of Recruitment Drive will be sent to local public service programs. Letters and fliers will be sent to family services agencies and other organizations announcing the recruitment of eligible children. News releases, announcements and letters will be drafted at the Central Office under the signatures of the Director of Research and Development, and distributed to the Regional Offices.

Regional Administrator and Center Administrator should arrange to appear on local community service television or radio programs where possible, to publicize the MAP Head Start Program and the current Recruitment Drive. Written authorization must be obtained from Central Office before incurring advertising expenses for the recruitment drive.

Parent Committees, County Councils, and Advisory Committees will be informed of Recruitment Drive activities. Letters and fliers will be sent to committee chairpersons and co-chairpersons to be shared with other committee members. The Parent Committee Social Service/Parent Involvement sub-committee will be instrumental in the public awareness campaign. Each member will receive an announcement letter and flier.

Members will be encouraged to work with the Recruitment Team in such activities as advertising, making registration appointments, etc.

The Recruitment Team **MUST** put forward great efforts to recruit all children within MAP service area.

### **PHASE III - Verification of Returning Children (January 8– February 28, 2013)**

Re-Enrollment Intent letters will be prepared at the Central Office under the signature of the Director of Research and Development and distributed to the Regional Office. The Family Community Worker will work to assure that letters are mailed to parent(s) of children eligible to return for the school year. **Family Community Worker will be responsible for verifying re-enrollment intent of returning children.** All returning children should be verified by February 28, 2013. In addition, centers will schedule a one week Registration Fair for parents to re-enroll their children for the upcoming school year.

### **PHASE IV - Verifying Waiting List Children (February 1-28, 2013)**

Enrollment Intent Letters will be mailed to all parents of age eligible children currently on the 2012/2013 Waiting List. The Family Community Workers will verify Waiting List children. All Waiting List children should be verified by February 28, 2013. New applications are required for waiting list children.

### **PHASE V - Recruiting New Children (January 11, 2013 – June 7, 2013)**

Recruitment announcement letters, with fliers (English & Spanish), will be sent to parents of graduating children. Family Community Workers will check enrollment applications of graduating and returning children to identify siblings eligible to attend Head Start for the 2012/2013 school year. The Family Community Worker for the same information will check enrollment applications of children on the 2012/2013 Waiting List. Contact will be made with the identified parent to determine enrollment intent.

All Recruitment Team Members will be responsible for recruiting new children. Required number of new children should be verified by May 11, 2013. The Child Plus.Net Computer System will generate a list (Child Plus.Net, Report #2025) for approval for enrollment. That list will be verified by the Center Administrator and Regional Manager for acceptance by the Office of Research and Development. All accepted children are listed on (Child Plus.Net Report #2125). The Family Community Worker/Center Administrator will mail computer generated approval/acceptance letters to parents on or before May 10, 2013. In the event that the center is not full, Regional Managers are responsible for mailing Acceptance Letters and implementing enrollment procedures until Centers have reached the funded enrollment.

### **PHASE VI - Wrap-Up (May 4 – June 28, 2013)**

Center wrap-up activities will include but may not be limited to the following:

- 1) final review of all enrollment forms and support documents;
- 2) follow-up on missing information;
- 3) completion of tally reports; and
- 4) preparation of end-of-drive reports; and
- 5) Verification that acceptance letters were mailed to parents.

End-of drives Region reports should be submitted to the Office of Research and Development no later than June 28, 2013.

**Final report of enrollment activities will be provided to Agency Administrator and Management Team on July 12, 2013, from the Office of Research and Development.**

## **QUICK RECRUITING TIPS**

1. Put up notices about your program on bulletin boards at grocery stores, hardware stores, office supplies stores, restaurants and schools.
2. Send out press releases (print) or public service announcements (broadcast) regularly to the media telling them about things you are doing. You can announce:
  - New outreach programs in your community
  - Festivals, fairs, holiday events sponsored by your program
  - Moves to a new location
  - Awards received by staff or parents
  - Special educational projects
  - Gifts or donations made by local businesses or organizations
  - Fundraisers, celebrity or well-known attendees
  - Anything that would interest the readers in your community

3. Open your mouth. Talk to all the people you see: gasoline and grocery store cashiers, hairdresser, salesclerk; make sure they know about your program.
4. Speak at your church and at other area churches. Speak at seminars, conferences. Promote your speaking engagement with flyers, or a press release to community newspapers or radio stations.
5. Appear on local community cable shows that have programs geared to the community.
6. Contribute articles to your neighborhood newspapers so they are familiar with your program's activities.
7. Attend community meetings, speak up and let everyone know who you are and what your program is doing!
8. Send out postcards with simple announcements about events at your Head Start program. Postcards get read!
9. Send out greeting cards each holiday with a flyer about your program. Why not have the children make the holiday cards.
10. Go to school with your children. Talk to the classes and teachers about the Head Start program. Visit other schools and talk with the principals. Leave behind your materials in the teacher's lounge.
11. Take out a small quarter page ad in a popular community newspaper. This works best if you put the same ad in each issue of the publication for several months and have the ad positioned in the same place or same section each time.
12. Attend conferences, festivals, fairs. Network and pass out your program's flyers and cards.
13. Desktop-publish a program newsletter and distribute it widely.
14. Write letters to the editor about issues that affect your program. Letters that get printed in magazines and newspapers carry a lot of weight. Call in to radio talk shows. Make your comments and identify yourself and what you do. You never know who may be listening.
15. Be a copy cat. If you see a good promotional idea, copy it.
16. Phone-a-thon. Call everyone you know and tell them you are recruiting.
17. Do a poster or flyer for your program. Put it where the foot traffic is.

18. Do a survey and find out what children services your community wants.
19. Make sure your program is listed in all the area phone directories. Specialized community directories too!
20. Connect your program with other community campaigns. Help out with the events and share the publicity.
21. Hold an Open House. Invite the community to your program. Give tours when it is convenient.
22. Sponsor an artist. Have a talented artist do a mural on a wall or help the children do a mural. Publicize the event and invite the community to the opening.
23. Create a sticker with the phone number of your program. Stick it everywhere permissible.
24. Frame articles about your program. Keep a notebook of positive press.
25. Wear a symbol of your program everywhere, for example, a Head Start button.
26. Offer an inexpensive gift to parents who refer other parents and children to your program.
27. Create a list of the organizations and businesses that have helped or worked with you in the past. Send each one a note to thank them and telling them you are recruiting.
28. Try all these ideas. The more ideas you use the better! The key to promotion is repetition. **BE PERSISTENT!!!** Soon you'll have all the volunteers and help you need.