

<b>Policy Number:</b> ERSEA 003	<b>Title:</b> Selection and Active Waitlist
<b>Performance Standard:</b> 1302.14	<b>Original Date:</b> 5/16/2011,11/17/16 <b>Updated:</b> 10/2020 <b>Reviewed:</b> 5/2020 DB
<b>USD 418 BOE Policy:</b>	<b>Policy Council Approval/Revision:</b> 5/17/11 1/2018, 9/2018,5/2020, 12/2020 <b>BOE Approval:</b> 5/2020, 10/2020

**POLICY:**

The selection process will be determined according to Head Start Performance Standards as outlined in section-1302.14 and guidance provided in OHS-PC-1-008. The Early Childhood Program will annually establish and update the selection criteria based on the community needs assessment and include: family income, homeless status, foster care, child’s age, special education needs, and other relevant family or child risk factors. The Early Childhood Program will give priority to younger children when there are high-quality publicly funded pre-kindergarten full day options. No child will be denied based on a disability or chronic health condition or its severity.

The program will have 10% of its total funded enrollment filled by children eligible for special education services and will keep an active waitlist at all times with ongoing outreach to the community and activities to identify underserved populations.

**PROCEDURE:**

SELECTION:

The Family Services Coordinator will determine enrollment status based on ranking of available slots for the current or upcoming program year. The program must not deny enrollment based on disability or chronic health conditions or its severity. The application will be prioritized using the USD 418 Early Childhood Head Start Eligibility Criteria, that is revised annually based on the Community Needs Assessment and approved by the Policy Council and Board of Education.

Applications will be pulled from this group until enough children are selected for the funded slots available. Selection will adhere to the enrollment policy (ERSEA 04).

Active Waitlist:

Family Advocates will continue to take applications for Head Start throughout the year. ERSEA 001 policy is followed in determining eligibility, which relies on the program’s eligibility criteria. The Assistant Director for Family and Community Services will maintain an active list. When a site determines there is a vacancy, they shall immediately contact the Assistant Director for Family and Community Services. The Assistant Director for Family and Community Services will refer to the waitlist and call and offer the slot to that student who has the highest

number of points. If that family accepts the slot then the enrollment process will be followed, if they deny it- notes will be taken as to why and if they are wanting to remain on the waitlist. The waitlist will be updated on an ongoing basis and referred to whenever there is a vacancy. The Assistant Director will report numbers of those on the waitlist in monthly director meetings.