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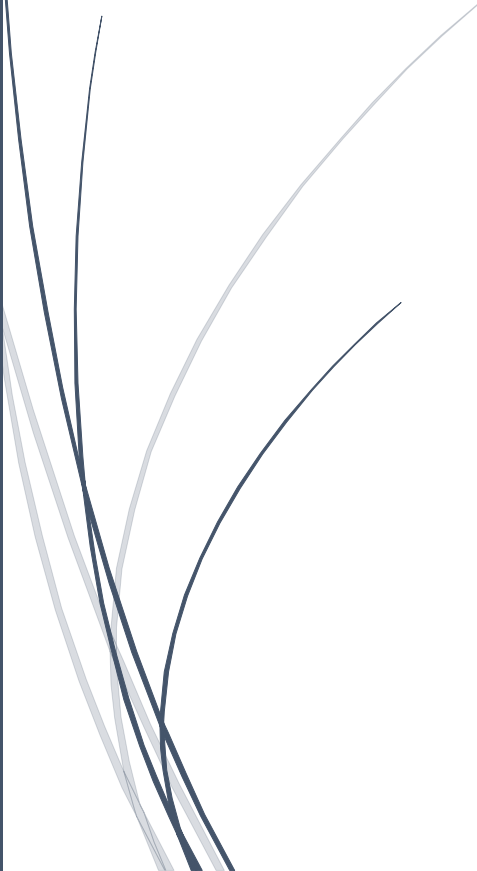
# Lowndes County BOE Head Start

Policies and Procedures Manual

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~ELIGIBILITY, RECRUITMENT, SELECTION,  
ATTENDANCE AND ENROLLMENT~

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Lowndes County Board of Education Head Start  
Policies and Procedures



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**Part 1302:** Program Operations  
**Subpart A** Eligibility, Recruitment, Selection, Enrollment, and Attendance  
**Section:** 1302.10  
**Subject:** Purpose.  
**Date Approved PC:** January 12, 2022  
**Date Approved BD:** January 13, 2022

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**Purpose:**

The Lowndes County BOE Head Start program provides support and oversight to ERSEA to establish requirements of the grantee for determining community strengths, needs and resources as well as recruitment areas. The ERSEA Plan contains requirements and procedures for the eligibility determination, recruitment, selection, enrollment and attendance of children.



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**Part 1302:** Program Operations  
**Subpart A** Eligibility, Recruitment, Selection, Enrollment, and Attendance  
**Section:** 1302.11 a  
**Subject:** Determining community strengths, needs, and resources-Service Area  
**Date Approved PC:** January 12, 2022  
**Date Approved BD:** January 13, 2022

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**Policy:**

The Lowndes County Board of Education Head Start program service area include the entire county of Lowndes.

**Procedure:**

1. Lowndes County BOE Head Start propose a service area in the grant application and defines the area by county or sub-county area, such as a municipality, town or census tract.



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**Part 1302:** Program Operations  
**Subpart A** Eligibility, Recruitment, Selection, Enrollment, and Attendance  
**Section:** 1302.11 b  
**Subject:** Community Assessment  
**Date Approved PC:** January 12, 2022  
**Date Approved BD:** January 13, 2022

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**Policy:**

The Lowndes County Board of Education Head Start program will conduct a community needs assessment at least once over the five-year grant period with updates completed annually.

**Procedure:**

1. Lowndes County BOE Head Start will conduct a Community Needs Assessment at least once over the five-year grant with annual updates performed by a designee in the Head Start Program or the Director may choose to assign a staff member the job.
2. Sources of information is collected from local community agencies but are not limited to the following agencies as Lowndes County Health Department, etc. Head Start Parents and Policy Council, door-to-door surveys. In addition, certain data will be obtained from government web sites and other effective sources.
3. The previous Community Assessment is analyzed and updated with any significant changes by a designee of the director during the months of December/January.
4. The findings of the update is presented to the Policy Council for approval during the designated council meeting.
5. An up-to-date copy of the Community Assessment including all updates are kept on file and used in the program planning process.



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**Part 1302:** Program Operations  
**Subpart A** Eligibility, Recruitment, Selection, Enrollment, and Attendance  
**Section:** 1302.12  
**Subject:** Determining, verifying, and documenting eligibility.  
**Date Approved PC:** January 12, 2022  
**Date Approved BD:** January 13, 2022

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**Policy:**

The Lowndes County Board of Education Head Start Program will set guidelines for eligible children with age and income being the main factors for each application.

**Procedure:**

1. Each applicant must provide proof of age and proof of income.
2. A Head Start child must be at least three years old or turn three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located and be no older than the age required for attending school.
3. The program does not require families to provide documents that confirm a child's age, if doing so creates a barrier for the family to enroll the child. Lowndes County BOE Head Start is not limited to examining the following when verifying a birth date or record of birth: immunization record, birth certificate, passport, baptismal certificate, documentation on official letterhead from medical provider or government agency, or documentation on medical insurance card. A copy of the birth certificate (if one is provided) will be scanned into ChildPlus.net for electronic storage in addition to a physical copy stored in the child file, which will be stored in a locked file cabinet.
4. Income will be calculated based on relevant time period: (A) the 12 months preceding the month in which the application is submitted; or (B) during the calendar year preceding the calendar year in which the application is submitted, whichever more accurately reflects the needs of the family at the time of application. LCBOEHS will calculate total annual income with appropriate multipliers when needed.
5. The Family & Community Partnership staff will examine any of the following, but not limited to individual income tax form 1040, W-2, pay stubs, written statements from employers, self-declaration statements (relatives/agencies), child support, foster care stipends, documentation of public assistance/DHR assistance and zero income statements.
6. Family & Community Partnership staff will describe efforts made to verify the family's income, and explain how the family's total income was calculated, or seeks information from third parties about the family's eligibility. A family must give written consent to contact a third party to verify income and sign SOCSER 632 Third Party Verification



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Consent. If the family reports no income for the relevant time period, an applicant will need to complete Forms SOCSER 633 Zero Income Statement Questions and SOCSER 629 Zero Non-Income Verification Statement.

7. In every enrolled child's folder, a statement signed by a Head Start employee indicating what documentation were used to determine income eligibility and stating that the child is income eligible (or that the child is being enrolled as an "over-income" child).
8. Families that verify as homeless, LCBOEHS will need a written statement from a homeless services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness. If a family cannot provide any documentation, the LCBOEHS may accept the family's signed declaration in a written statement. The Family & Community Partnership staff will describe the child's living situation that meets the definition of homeless under the McKinney-Vento Homeless Assistance Act.
9. To verify whether a child is in foster care, the Family & Community Partnership staff will accept either a court order or other legal or government-issued document, a written statement from a government child welfare official (DHR) that demonstrates the child is in foster care, or proof of a foster care payment.
10. Families enrolling that are eligible for, or absence of child care, would be potentially eligible for public assistance, LCBOEHS will have documentation from either the state or local public assistance agency that shows the family either receives public assistance or that the family is potentially eligible to receive public assistance (TANF or SSI).
11. Lowndes County Board of Education Head Start can serve an additional 35% of participants whose families have incomes below 130% of the poverty line. LCBOEHS establishes and implements outreach and enrollment policies and procedures to ensure it is meeting the needs of eligible children and children with disabilities using the selection criteria.
12. After age and income have been established, at least (10) percent of children enrolled should have special needs or disabilities. Determining factors are: disability-suspected or diagnosed, parental status, special needs, returning student.
13. Lowndes County Board of Education Head Start will serve children and families employed by the Board of Education. Lowndes County Board of Education Employee's child/children will need to meet the same criteria and selection process as all other children. Children and families that are age and income eligible are considered for enrollment first.
14. Over-income children will be placed on the waiting list and considered for enrollment two weeks before the start of school if any openings remain. LCBOEHS will use the same selection criteria to determine enrollment.



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15. Lowndes County BOE Head Start staff who determine eligibility receives annual training in program age and income eligibility requirements and new staff are trained within 90 days of starting.

Training must:

- a. Include methods on how to collect complete and accurate eligibility information from families and third party sources;
  - b. Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy;
  - c. Explain program policies and procedures that describe actions taken against staff, families, or participants who intentionally attempt to provide false information.
16. If staff intentionally violates the Federal and program eligibility determination regulations and who enroll children that are not eligible to receive Head Start services shall result in Disciplinary Action and/or Discharge as outlined in the Lowndes County BOE Head Start Personnel Policy Disciplinary Action and Standards of Conduct.





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**Part 1302:** Program Operations  
**Subpart A** Eligibility, Recruitment, Selection, Enrollment, and Attendance  
**Section:** 1302.13  
**Subject:** Recruitment of children.  
**Date Approved PC:** **January 12, 2022**  
**Date Approved BD:** **January 13, 2022**

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**Policy:**

In order to maintain funded enrollment and a waiting list of eligible children, recruitment will be ongoing.

**Procedure:**

1. The recruitment effort is an on-going endeavor and involves everyone in the program to ensure an adequate waiting list. Lowndes County BOE Head Start has an established recruitment plan.
2. For recruitment of eligible children, the Family & Community Partnership staff with help and direction from the Head Start staff, will make arrangements for:
  - Press releases
  - Surveys
  - Door-to-door canvassing
  - Contracting with other agencies who may provide referrals
  - Distributions of flyers
  - Distribution of posters
  - Personal contacts
  - Setting up tables of information
  - Community involvement
  - Radio announcements
  - Newspapers
  - Yard Signs
  - Posting of recruitment banners
  - Siblings list
3. Family & Community Partnership staff will distribute flyers to the following populations:
  - Policy Council
  - Area churches
  - Social Service agencies
  - Other locations frequented by families in their target areas
  - Lowndes County Community Centers in their target areas
  - Parents of children currently enrolled in the program
  - Elementary Schools in the targeted areas
  - Housing Authorities



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4. All Head Start employees will actively recruit children with severe disabilities by using the same procedures as stated in steps #1 and #2.
5. Applications are accepted year round, but a concentrated effort takes place between March and July.
6. Head Start Family Advocate Practitioners conduct door-to-door recruitment in new areas and communities where recruitment may not be going well, and in other areas as deemed necessary.
7. Lowndes County BOE Head Start will have Inter-Agency Advisory Committee meetings to formulate recruitment strategies and selection criteria.



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**Part 1302:** Program Operations  
**Subpart A** Eligibility, Recruitment, Selection, Enrollment, and Attendance  
**Section:** 1302.14  
**Subject:** Selection process.  
**Date Approved PC:** **January 12, 2022**  
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**Policy:**

Lowndes County Board of Education Head Start implements a selection process based on an annually approved selection criteria that involves a point system that indicates children in most need of Head Start.

**Procedure:**

1. Each October and April the Head Start management staff will schedule an Inter-Agency Advisory Committee meeting which will consist of the following:
  - Head Start Director
  - Family & Community Partnership Manager
  - Health/Mental Health Coordinator
  - Teaching staff
  - Community Representatives
  - Head Start parents
  - Education/Disability Services Manager
  - ERSEA/Technology Coordinator
2. The committee will examine the selection criteria form. If there are any revisions from the Inter-Agency Advisory Committee, the ERSEA/Technology Coordinator will note them and the criteria is presented to the Policy Council for review and approval.
3. Upon Policy Council review and approval, the Family & Community Partnership staff will implement the approved selection criteria and begin its incorporation in the selection process.
4. The Criteria Form is completed by the Family & Community Partnership staff with each application received.
5. At least ten percent (10%) of the total numbers of enrollment opportunities for each grantee, during an enrollment year, are made available to children with disabilities that meet the Head Start definitions for children with disabilities.
6. Lowndes County BOE Head start will not deny enrollment based on a disability or chronic health condition or its severity.



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7. During the months of July and August, the ERSEA/Technology Coordinator will generate a ChildPlus.net report #2025 Enrollment Priority Listing that will prioritize the children for selection and enrollment in each Head Start center.
8. The children with the highest ranking will receive priority and are theoretically, the children with the greatest need.
9. A current waiting list will be maintained in order to ensure that age-eligible children have been identified when vacancies occur.
10. In the event multiple children receive the same amount of points and there are limited slots available, the Family & Community Partnership staff the family with the most need for the Head Start program to determine enrollment.



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**Part 1302:** Program Operations  
**Subpart A** Eligibility, Recruitment, Selection, Enrollment, and Attendance  
**Section:** 1302.15  
**Subject:** Enrollment and Re-Enrollment.  
**Date Approved PC:** January 12, 2022  
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**Policy:**

When a child has been identified as income eligible and is participating in a Head Start Program, the child remains income eligible through that enrollment year and the immediately succeeding enrollment year. The Head Start Program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start.

**Procedure:**

1. The Lowndes County Board of Education Head Start will maintain its funding enrollment level.
2. Parents/guardians will be notified of their child's acceptance into Head Start during the months of July and August. Parents will receive orientation/acceptance letter, post card, e-mail or message on program Facebook account informing each family.
3. Parents will be encouraged to obtain physicals and immunization records upon acceptance.
4. A Parent Orientation will be held prior to the opening of school. At this time, all Head Start services will be discussed, parent involvement will be encouraged, promotion of attendance, all staff will be introduced, bus routes will be finalized, and opportunities given to visit classrooms and discuss pertinent information with the teachers.
5. If a child drops from the program after September 1<sup>st</sup> and is re-enrolled during the same school year the paperwork signed at the initial enrollment time is considered current.
6. If a child drops from the program after a short time during the school year and returns the following school year. Lowndes County Board of Education Head Start program would need to re-verify the income of that family and update all enrollment documentation before re-enrolling that child as an income-eligible child.
7. Under exceptional circumstances, Lowndes County BOE Head Start may maintain a child's enrollment in Head Start for a third year. All third year children family's income must be re-verified.
8. Lowndes County BOE Head Start can reserved (3) percent enrollment slots for one or more children experience homelessness and children in foster care that could benefit from



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services when a vacancy occurs. If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and must be filled.

9. Homeless children has up to (90) days or as long as allowed under state licensing requirements, without immunization and other records. LCBOEHS will give homeless families reasonable time to present these documents as the Family Community Services staff work with the families to get children immunized as soon as possible in order to comply with state licensing requirements.
10. Lowndes County BOE Head Start will utilize community resources to provide transportation for homeless children that is unable to attend classes regularly because the family does not have transportation.
11. Every effort will be made to fill all slots with income eligible children first. No more than (10) percent over-income children will be placed on the waiting list and considered for enrollment two weeks before the start of school if any openings remain. LCBOEHS will use the same selection criteria to determine enrollment.
12. The Family Services Worker will notify (through letter, post card, e-mail or Facebook) parents that their child has been accepted for the Head Start Program.
13. The Lowndes County Board of Education Head Start will maintain its funding enrollment level. When a vacancy occurs, no more than (30) days may lapse before the vacancy is filled.
14. The Lowndes County Board of Education Head Start, **will not** fill a vacancy when thirty, (30) calendar days or less remain in the program's school year.



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**Part 1302:** Program Operations  
**Subpart A** Eligibility, Recruitment, Selection, Enrollment, and Attendance  
**Section:** 1302.16  
**Subject:** Attendance.  
**Date Approved PC:** January 12, 2022  
**Date Approved BD:** January 13, 2022

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**Policy:**

Lowndes County Board of Education Head Start program tracks daily attendance and analyzes causes of absenteeism when the average is below the 85% rate. Analysis includes, but is not limited to a study of absentee patterns for each child.

**Procedure:**

1. Lowndes County BOE Head Start teachers enter daily attendance into ChildPlus.net by 8:30 a.m. daily.
2. If a child is absent, the Head Start teachers will enter the reason for absence using the drop down box next to the child's name in ChildPlus.net. If the teachers does not know the reason for a child absenteeism, they will enter unexcused absence in ChildPlus.net.
3. If a child is unexpectedly absent and a parent has not contacted the program within **one hour** of program start time, the Head Start teacher will attempt to contact the parent to ensure the child's well-being. If the Head Start teachers was unable to communicate with the parent, they will let their center Family Advocate Practitioner know so they can call or conduct a home visits.
4. The Lowndes County BOE Head Start will provide information to families about the benefits of regular attendance, support families to promote the child's regular attendance and conduct home visits or make direct contact with a child's parents if a child has multiple unexplained absences (such as two (2) consecutive unexplained absences) within the first (60) days of program operation.
5. After the first (60) days of program operations, ongoing individual child attendance will be tracked to identify children with patterns of absence that put them at risk of missing ten (10) percent of program (180) days per year.
6. All children with absences for **two (2) consecutive unexplained absences**, the teaching staff will complete an Internal Referral/Follow-up Form. This form will be forwarded to the Family Advocate Practitioner for parent contact and follow-up documentation in ChildPlus.net. The Family Advocate Practitioner then forwards a copy to the ERSEA/Technology Coordinator.



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7. Each month the ERSEA/Technology Coordinator generates the ChildPlus.net report #2301 for the Monthly/Average Daily Attendance to analyze all centers that fall below 85% of the monthly attendance average. The #2330 Consecutive Absences report lists each child that is absent and the reason why.
8. The ERSEA/Technology Coordinator will print out the #2330 Consecutive Absences report to show the reason children were absent from school. Then the ERSEA/Technology Coordinator will print Report# 4110 Family Service History to check for case management follow-up. The ERSEA/Technology Coordinator will place all information in a binder for documented records.
9. If it is determined that an emergency crisis, illness, domestic violence, etc. is the cause for the extended absences, the Family & Community Partnership staff will make appropriate efforts to reengage the family to resume attendance by adhering to steps #5 and #6 above.
10. In circumstances where chronic absenteeism persists and attendance does not resume, then the child's slot is considered an enrollment vacancy.





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**Part 1302:** Program Operations  
**Subpart A** Eligibility, Recruitment, Selection, Enrollment, and Attendance  
**Section:** 1302.16  
**Subject:** Chronic Tardiness.  
**Date Approved PC:** January 12, 2022  
**Date Approved BD:** January 13, 2022

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**Policy:**

Parents/Guardians are expected to have children signed in at their assigned Head Start center no later than 8:00 a.m. in an effort to promote each child receiving the maximum benefits provided by the program.

**Procedure:**

While the Lowndes County Board of Education Head Start program understands that unexpected situations may occur and this policy does not apply to those situations, but in the event that a family has a chronic tardiness issue, the Lowndes County Board of Education Head Start will adhere to the following procedures:

1. The teaching staff will note in ChildPlus.net if a child is tardy by indicating a T by the child's name in the attendance tab.
2. If a child has (3) tardies, the teaching staff will converse with the parent/guardian to reinforce the attendance benefits available to the child when he/she is on time.
3. If the tardiness persist, the teaching staff will inform the Family Community Services staff and a telephone conference or home visit will take place in an effort to identify the possible cause for the repeated tardiness.
4. If the tardiness remains uncorrected, the Family Community Services Manager will schedule a parent conference with the appropriate staff in an effort to assist the family to correct the situation.



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**Part 1302:** Program Operations  
**Subpart A** Eligibility, Recruitment, Selection, Enrollment, and Attendance  
**Section:** 1302.17  
**Subject:** Suspension and expulsion.  
**Date Approved PC:** January 12, 2022  
**Date Approved BD:** January 13, 2022

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**Policy:**

Lowndes County BOE Head Start will not expel or unenroll a child from the program because of a child's behavior. Lowndes County BOE Head Start will prohibit or severely limit the use of suspension due to a child's behavior. Such suspensions may only be temporary in nature. A temporary suspension must be used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.

**Procedure:**

1. The Education/Disabilities Manager and Health/Mental Health Coordinator with the help of other program staff to ensure each Head Start child with behavior issues get the appropriate services.
2. When a child is disruptive, the teacher will investigate to find out the cause of the problem then address the problem with all children involved and redirect the child.
3. When a child is disruptive frequently the teacher should check the family file, talk with Family Advocate Practitioner to see if there are concerns at home.
4. Staff should document the behavior using date, time and the situation when behavior occurs. The behavior should be documented a minimum of three (3) times before a referral is sent to the Education/Disabilities Manager.
5. The Education/Disabilities Manager will observe the child and determine if a behavior consultant should conduct further observations or adjustments are needed in the classroom environment to help the child to succeed.
6. If the Education/Disabilities Manager indicates that there is a problem, the multi-disciplinary team which consist of the parent Health/Mental Health Coordinator, Family Advocate Practitioner, Education/Disabilities Manager and teacher will schedule a meeting with parents to determine how best to meet the needs of the child in the classroom.
7. If the child continues to exhibit unacceptable behavior a referral will be made to Glenwood (CCAD) after parental consent.
8. When all avenues have been explored but the child is still out of control and is creating a safety hazard for others, the LCBOEHS program may have to consider alternative means of



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serving the child and family. This might include temporarily providing refection time so the child and the parents can reflect on solutions to redirect the child to more appropriate behavior or home-visiting as the program work with special education and mental health service providers to identify more intensive services and behavior support that could enable the child to re-enter and participate successfully in the Head Start classroom.

9. LCBOEHS program efforts to acquire needed services for the child and family are documented and done to partnership with the family.
10. When transitioning to another program, Head Start must continue to support the child and family. Once transition is completed the child may be removed from the enrollment list.



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**Part 1302:** Program Operations  
**Subpart A** Eligibility, Recruitment, Selection, Enrollment, and Attendance  
**Section:** 1302.18  
**Subject:** Fees.  
**Date Approved PC:** **January 12, 2022**  
**Date Approved BD:** **January 13, 2022**

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**Policy:**

Lowndes County BOE Head Start **will not** charge eligible families a fee to participate in Head Start, including special events such as field trips, and cannot in any way condition an eligible child's enrollment or participation in the program upon the payment of a fee.

**Procedure:**

1. Lowndes County BOE Head Start **will not** charge eligible families a fee to participate in Head Start.



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**Part 1302:** Program Operations  
**Subpart A** Eligibility, Recruitment, Selection, Enrollment, and Attendance  
**Section:** 1302.10  
**Subject:** Application Process/Routing.  
**Date Approved PC:** January 12, 2022  
**Date Approved BD:** January 13, 2022

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**Policy:**

Process used for Enrollment Applications

**Procedure:**

1. Head Start family will complete the ChildPlus.net application during the interview process with the Family & Community Partnership staff. Some parents with access to the internet can start the application process online from a link on LCBOEHS website and Facebook page. If a barrier exists, the interview will be conducted via telephone
2. The ChildPlus.net application requires one signature from the staff member conducting the interview and one from the parent/guardian enrolling the child. The FAP will obtain the signature from the family via home visit for the telephone interviews.
3. The telephone interview applicant can fax, email and/or the FAP will conduct a home visit to collect the required documents to complete the application. Head Start staff member and parent/guardian must sign all applications. The ERSEA/Technology Coordinator will verify signatures by checking the child file.
4. The program does not require families to provide documents that confirm a child's age, if doing so creates a barrier for the family to enroll the child. Lowndes County BOE Head Start is not limited to examining the following when verifying a birth date or record of birth: immunization record, birth certificate, passport, baptismal certificate, documentation on official letterhead from medical provider or government agency, or documentation on medical insurance care. A copy of the birth certificate (if one is provided) will be scanned into ChildPlus.net for electronic storage in addition to a physical copy stored in the child file, which will be stored in a locked file cabinet.
5. The Family & Community Partnership staff will examine any of the following, but not limited to individual income tax form 1040, W-2, pay stubs, written statements from employers, self-declaration statements (relatives/agencies), child support, foster care stipends, documentation of public assistance/DHR assistance and zero income statements. Self-employed individuals for the relevant period LCBOEHS will use that information to calculate total annual income with appropriate multipliers.



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6. Family & Community Partnership staff will verify income eligibility using the most current income guidelines provided by the Head Start Administration and Federal Government and enters family information into ChildPlus.net.
7. The F&CP staff will complete the income eligibility verification form and verify with signatures. The Family & Community Partnership staff will complete the eligibility selection criteria form and verify with a signature.
8. The ERSEA/Technology Coordinator examines all information that has been entered into ChildPlus.net including calculations of income. The income from each parent/guardian will be cross-checked with the document used for verification and what is entered into ChildPlus.net. The ERSEA/Technology Coordinator will examine both the Eligibility Income Verification form and the Eligibility Selection Criteria form to verify with a second signature.
9. The ERSEA/Technology Coordinator will forward the above information to the Health/Mental Health Coordinator.
10. Once all verifications are complete, then the child is placed on the waiting list according to their Eligibility Selection Criteria points.
11. On-going Monitoring of ERSEA Process will be completed at the beginning of the new school year and throughout the year to include new children.



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**Part 1302:**

**Subpart A**

**Section:**

1302.12, 1302.14, 1302.15

**Subject:**

Enrolling Board of Education employee's Children into the Head Start Program.

**Date Approved PC:**

**January 12, 2022**

**Date Approved BD:**

**January 13, 2022**

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**Policy:**

Children of Board of Education employee's will follow the same guidelines for enrollment set forth in the Performance Standards as other children applying for enrollment.

**Procedure:**

1. Board of Education employee's child will need to meet the same eligibility, selection, and enrollment process as all other children that reside in the county.
2. There is no priority given to children of BOE staff in regards to application or enrollment.



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**Part 1302:** Program Operations  
**Subpart A** Eligibility, Recruitment, Selection, Enrollment, and Attendance  
**Section:** 42 U.S.C. 9801 et seq., 5 U.S.C.553(b).  
**Subject:** Intentional Violation of ERSEA Regulations  
**Date Approved PC:** **January 12, 2022**  
**Date Approved BD:** **January 13, 2022**

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**Policy:**

Disciplinary action up to and including termination will be taken against staff members who intentionally violate Federal and Program eligibility determination regulations, and who enroll children that are not eligible to receive Head Start services.

**Procedure:**

1. Upon receiving allegations of a staff member, or file audit raise the suspicion of staff member intentionally enrolling children who does not qualify for Head Start services, the staff member's supervisor will initiate an investigation.
2. If the investigation determines that enrollment staff willfully misrepresented income, birth or selection criteria points to give a family advantage or disadvantage in the selection process, enrollment staff's supervisor will present the case to the Human Resources Director.
3. Human Resources Director will follow up with the case. If it is substantiated that the staff member intentionally violated Federal and program eligibility determination regulations, and enrolled children that are not eligible to receive HS or EHS services HR. Director will determine disciplinary action up to including termination.
4. Parent/Guardians certify that they have submitted complete and accurate income and housing information for the purpose of being selected to Head Start of Early Head Start. If it is determined that families have intentionally provided false information, the HS/EHS Director will determine if the family continues in the program with a corrected eligibility status, or if the family will be dropped and replaced with an eligible family.





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**Part 1302:** Program Operations  
**Subpart A** Eligibility, Recruitment, Selection, Enrollment, and Attendance  
**Section:** 1302.10 C-19  
**Subject:** Covid-19.  
**Date Approved PC:** **January 12, 2022**  
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**Policy:**

LCBOE Head Start will use the community assessment data to monitor changing demographics that could affect our identification of eligible children. LCBOE Head Start will maintain the integrity of the program as we continue to serve children and families during the Covid-19 pandemic.

**Procedure:**

Eligibility

1. Proof of age and proof of income will be submitted electronically or by mail.

Recruitment

1. Online applications are on Facebook and the program's website.
2. Recruitment signs are posted at the elementary schools and in the service area communities.
3. Door to door canvass recruitment efforts throughout the community has been suspended until further notice.

Selection

1. The inter-agency committee evaluates the eligibility selection criteria, changes are made by the committee to ensure children, and families in most need are given priority. The updated selection criteria are reviewed at the policy council meeting and the new selection criteria is implemented.
2. Inter-agency committee meeting will be conducted virtually in the month of October.

Enrollment

1. Applications will be done online using ChildPlus.net.
2. Interviews will be conducted via telephone.
3. Enrollment documentation will not require a signature until further notice. The LCBOEHS staff will enter the following statement: Due to COVID-19 and the no contact policy a signature is not required.



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4. Staff will sign a verification form indicating that all documentation has been verified and place in the child's file.

#### Attendance

1. Attendance is also determined by verifying student login information into the Google Classroom sign-in sheet, Ready Rosie, In-Kind Activity Calendar and or direct communication with the parent. Due to the flexibility afforded by virtual instruction, students have the entire week (Monday through Sunday) to login and work in Google Classroom.
2. Instructional Packets are delivered to families bi-weekly between Wednesday and Friday to be completed and pictures can be taken of completed work by teaching staff when packets are delivered and uploaded into Childplus.net.
3. Teachers will communicate with the parents twice a week to check in with the family to establish a well check and progress of classwork. On Monday, attendance will be established and teachers will mark children present for the previous week.
4. Parents/guardians will be contacted by phone, text, email and/or home visit by Head Start staff to advise them of the excessive absences.
5. Students failing to participate who are nonresponsive to school contact attempts, will have to meet with Head Start management staff to determine obstacles that prevent a family from participating to determine additional resources we can provide.
6. All contacts will be documented in the communication log.