

Policy Council Committee Meeting

February 16, 2017

Motion to: Open the meeting.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

1. Introductions & Roll Call

Representatives: Flavia Oliveira, Stacy Pierpont, Samantha McAninch, Kimberly Novak, Kelley Dow, Sandra Winters, and Raelyn Libby. **A quorum was present.**

Staff: Kathy Colfer, Tracye Fortin, Jennifer Pare, and Kristen Holzinger.

Excused: Megan Porter, Taylor Rittall, Danielle Varney, Billie Jo Moore, Stacey Church, Amanda Labbe, and Heather Hussey.

Absent: Kelly Clauson, and Marisah Colon.

2. Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Training

Kristen Holzinger, Content Integration Manager, attended the Policy Council meeting to provide an Eligibility, Recruitment, Selection, Enrollment and Attendance training to Council members. New requirements in the Head Start Performance Standards now require that the Policy Council and Board of Directors receive training on these topics within 180 days of our grant award and also again annually. See the presentation on Attachment A.

3. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 1/19/2017.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

4. Policies:

- a) Transportation Policy – Reviewed policy and rates as part of annual review.

Motion to: Accept and approve the Transportation Policy as presented and recommend to the Board of Directors.

Motion by: Sandra W.

Seconded: Kim N.

Vote: AIF

- b) Attendance Policy and Procedures – No major changes. Mostly re-wording and aligning attendance codes to the new Child Plus software.

Motion to: Accept and approve the Attendance Policy and Procedures as presented and recommend to the Board of Directors.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

5. Reports

The Director of Child & Family Services reviewed reports in detail and asked if members had any questions/concerns.

- Budget Report through December.

- In-Kind Reports through January.
- Monthly Attendance and Absenteeism Reports for December/January.
- Enrollment Report for January.
- Program Credit Card Expenditures for January.
- KVCAP Board Program Information Report.
- Child & Family Services Accountability Report – 4th Quarter

Motion to: Accept and approve reports as presented.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

6. Parent Activity Funds

Requests of recently approved Parent Activity Funds were shared with the Council.

Requests for Parent Activity Funds:

- Educare Central Maine – Part-day; Part-year – Activity nights (Explore with Me and Art Show); Individual classroom parent/child activities; Picnic - \$1,150

7. Treasurer’s Report

Beginning Balance	\$	255.12
Paid Out	\$	96.80
<u>Ending Balance</u>	\$	<u>158.32</u>

Motion to: Accept Treasurer’s Report and Adjourn.

Motion by: Sandra W.

Seconded: Raelyn L.

Vote: AIF

ELIGIBILITY, RECRUITMENT, SELECTION, AND ENROLLMENT: BOARD & PC TRAINING

Spring 2017

KVCAP Child & Family Services

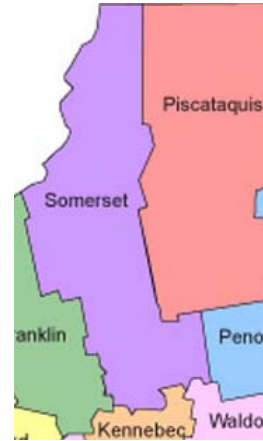
Head Start Performance Standards

1302 Subpart A—Eligibility, Recruitment, Selection, Enrollment, and Attendance

- [1302.10 Purpose.](#)
- [1302.11 Determining community strengths, needs, and resources](#)
- [1302.12 Determining, verifying, and documenting eligibility](#)
- [1302.13 Recruitment of children](#)
- [1302.14 Selection process](#)
- [1302.15 Enrollment](#)
- [1302.16 Attendance](#)
- [1302.17 Suspension and expulsion](#)
- [1302.18 Fees](#)

Service Area

- The program service area includes Somerset County and Northern Kennebec County (Albion, Benton, Clinton, Oakland, Unity Plantation, Waterville and Winslow).
- Additional Early Head Start (EHS) enrollment opportunities are available in Piscataquis and Penobscot Counties.



Recruitment

Recruitment Goals

- Identify children most in need of EHS and Head Start services, including children who are experiencing homelessness.
- Identify children with suspected and diagnosed disabilities.
- Identify other age-eligible children within the community to support mixed socio-economic groups within designated options.
- Maintain a waiting list to assure vacancies are filled in a timely manner (within 30 days).

Recruitment Responsibilities

- Family Services and other designated staff members lead year-round recruitment activities that are tailored to meet the needs of each community being served.
- EVERY staff member is responsible for public relations of the program and should recruit eligible children to participate.
- Managers are responsible for public school partnership connections and oversight of local recruitment activities.
- **Policy Council Members are part of the recruitment team. They are responsible for contributing to recruitment plan development and local recruitment outreach.**

Eligibility

Eligibility Overview

- Staff are available to support application completion, including home visit outreach as needed.
- An interview is conducted with each prospective EHS/Head Start family to review application materials and family circumstances to accurately assess risk factors.
- The Application Coversheet is used as a guide to assure collection of necessary information when making eligibility determinations.

The Application Coversheet

- The Application Coversheet serves as a guide for determining eligibility and identifying risk factors.
- This record is critical in assuring our program follows standards and expectations for eligibility determinations.
- Staff should assure that all information documented on the Application Coversheet is accurate to the best of their knowledge before submitting.

Eligibility Categories

- Children may be considered *income eligible* or *categorically eligible* for EHS/Head Start.
- *Income Eligible* means that family income is less than 100% of Federal Poverty Guidelines.
- *Categorical Eligibility* includes:
 - Child or family receiving public assistance (SSI or TANF/ASPIRE). *Note—this does NOT include SNAP, SSDI or housing vouchers.*
 - Child experiencing homelessness.
 - Child is in foster care.

Federal Poverty Guidelines

- The guidelines are established each year by the Federal Government.

2017 Federal Poverty Guidelines

Persons in Family/Household	Poverty Guideline
1	\$ 12,060
2	\$ 16,240
3	\$ 20,420
4	\$ 24,600
5	\$ 28,780
6	\$ 32,960
7	\$ 37,140
8	\$ 41,320

Verifying Categorical Eligibility

Eligibility Category	Documentation Required
Homelessness	Homelessness Inquiry Tool
Foster Care	Documentation from DHHS or Court System
Public Assistance	TANF or SSI statement of benefits

Risk Factors

- Risk factors are identified through the application and interview process.
- Risk factors are used to determine Eligibility Points which guide the selection process.
- The risk factors may be updated at any time to reflect new information for a child or family.

Selection

Selection Priorities

- Enrollment committees work together at a local level to assure timely child selection. Children are selected for **EHS/Head Start slots** using a standardized points system and based upon the following guidelines for prioritizing:
 - 1) Income or categorically eligible for Head Start
 - 2) Children from families with income between 100-130% of FPL (up to 35% total EHS/HS enrollment)
 - 3) Children from families with income above 130% FPL (up to 10% total EHS/HS enrollment)

Over-Income Head Start Selection Guidelines

- Income 100-130% FPL: May be enrolled up to 35% of total EHS/HS slots only if every effort has been made to recruit and enroll eligible children first.
- Income 130%+ FPL: May be enrolled up to 10% of total EHS/HS slots; requires C&FS Office Manager approval.

Services to Pregnant Women

- Pregnant women are served through a Maine Families service model.
- Maine families and C&FS staff partner to determine family needs and preferences for the unborn child, including the need/desire for EHS and/or child care services.

Disability Status

- Children with diagnosed disabilities will be prioritized until 10% of enrollment (per federal mandate) is met.
- Once 10% enrollment has been reached, a disability will be considered a risk factor rather than a prioritization factor.

Community Collaborations

- All public pre-k programs will prioritize 4-year old enrollments. District slots enrollment is typically limited to 4-year-olds unless alternative selections for those slots are determined by the Enrollment Committee.
- Community collaborations, child care partnerships and layered funding may it necessary to develop site-specific criteria.
- See *Site Selection Criteria* for specific information about each site and option.

Enrollment

Enrollment Definitions

- *Accepted* means a child has been selected to participate in the program.
- *Enrolled Child* means a child has been accepted and attended one class or received one home visit.

Vacancies

- Once staff are aware that a child will no longer participate in the program, they will complete a Notification of Status Change to “drop.” Specific information should be provided to indicate the reason for discontinuation of services.
- FSC’s and other designated staff will assure that vacancies are filled in a timely manner, within 30 days.

Redeterminations

Redetermination Reasons

- Redetermination of eligibility is required for the following situations:
 - In preparation for EHS to Head Start transition
 - Prior to a child's 3rd year in Head Start
 - A redetermination of eligibility may also be appropriate if family circumstances have changed and now may be eligible for EHS/Head Start

Training and Staff Expectations

Training Plan

Audience	Training
Eligibility Staff	Within 90 days of hire and within each program year thereafter.
Managers	Within 90 days of hire and within each program year thereafter.
Policy Council and Board of Directors	Within 180 days from the start of each term.

Policy Violations

- Staff who intentionally violate federal and program eligibility determinations will face disciplinary action, up to and including termination from employment.
 - See KVCAP Disciplinary Procedures

Policy Review

This policy will be reviewed annually with consideration of Community Assessment, Program Self-Assessment and programmatic changes to structure and staffing.

Related Documents

- Application
- Application Coversheet
- Redetermination of Eligibility
- Recruitment Plan
- Homelessness Inquiry Tool
- Care Coordination System
- KVCAP Disciplinary Procedures