

Policy Council Committee Meeting

February 18, 2016

Motion to: Open the meeting.

Motion by: Robin C.

Seconded: Raelyn L.

Vote: AIF

1. Introductions & Roll Call

Representatives: Christa Nielsen, Robin Crane, Kelly Clauson, Flavia DeBrito, Karen Harrington, Sheila Dees, and Raelyn Libby. **A quorum was present.**

Staff: Kathy Colfer, Tracye Fortin, Jennifer Pare, Kristen Holzinger, Megan Waterman, and Erin Merrill.

Excused: Frank Condon and Sandra Winters.

Absent: Kristie Harris, Marisah Colon, Veronica Nicholson, and Patricia Ouellette.

2. Eligibility, Recruitment, Selection, Enrollment, and Attendance 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. Car Seat Safety presentation

Megan Waterman, Family Service Coordinator, joined the Policy Council meeting to provide information to members about car seat safety and the Maine Bureau of Highway Safety's Car Seat Distribution Program. Megan is a Certified Car Seat Technician with the Maine Bureau of Highway Safety and is available by appointment for car seat inspections, education around car seat safety for parents and children, and is also a car seat distributor (income eligibility requirements). Members asked if Megan could provide copies of flyers (Attachment B) that they could share with their sites. These will be distributed at the March Policy Council meeting. Megan shared that over 50 car seats have been given out since August 2015!!!

4. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 1/21/2016.

Motion by: Robin C.

Seconded: Kelly C.

Vote: AIF

5. Personnel

Ten personnel actions were presented. All non-voting members and staff were asked to exit the room and members were reminded that information shared during this session is confidential. Details are outlined in the Personnel meeting minutes

6. Family Survey Results

The Council reviewed the results of the Family Survey, conducted May 2015 noting some of the strengths and some opportunities for change.

Here are some of the highlights/strengths:

- 92% of parents responded that staff let them know that they are their children's most important teachers.
- 96% are comfortable recommending the program to others
- 81% are aware of the opportunities for volunteering and leadership within the program.

Along with areas where we are excelling, there are also areas with room for improvement:

- 73% report that the program helps families to get to know each other better
- 69% report that the staff encourages them to think about personal goals and dreams
- Adequate childcare, health insurance, transportation and affordable housing continue to be the top challenges that families are facing.

7. Reports

The Director of Child & Family Services reviewed report highlights and asked if members had any questions/concerns.

- Budget Report through December.
- In-Kind Reports through January.
- Monthly Attendance and Absenteeism Reports for December.
- Enrollment Report for December.
- Program Credit Card Expenditures through January.
- KVCAP Board Program Information Report.
- Family Services Report.

Motion to: Accept and approve reports as presented.

Motion by: Karen H.

Seconded: Raelyn L.

Vote: AIF

8. Parent Activity Funds Requests

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

Requests for Parent Activity Funds:

- North Elementary/Canaan/Mill Stream – Sledding, snowshoeing, story-walk and inside activities and snacks to promote outside movement, togetherness, parent networking and family involvement with the school. - \$90.00

9. Treasurer's Report

Beginning Balance	\$	300.00
Paid Out	\$	67.32
Ending Balance	\$	232.68

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Robin C.

Seconded: Raelyn L.

Vote: AIF

**ELIGIBILITY, RECRUITMENT,
SELECTION, ENROLLMENT
AND ATTENDANCE:
KVCAP BOARD OF DIRECTORS
AND POLICY COUNCIL**

February 2016 KVCAP Child & Family Services

Training Background

- In winter 2015, Head Start Performance Standards Language was updated to better incorporate guidance from the 2007 Head Start Act.
- See HSPS Part 1305—Eligibility, Recruitment, Enrollment and Attendance in Head Start
 - 1305.1 Purpose and Scope
 - 1305.2 Definitions
 - 1305.3 Determining Community Strengths and Needs
 - 1305.4 Age of Children and Family Income Eligibility
 - 1305.5 Recruitment of Children
 - 1305.6 Selection Process
 - 1305.7 Enrollment and re-enrollment
 - 1305.8 Attendance
 - 1305.9 Policy on fees
 - 1305.10 Compliance

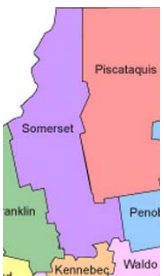
Training Plan

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.

Recruitment

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 through the Early Head Start-Child Care Partnership Grant.



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

- An application is required for each prospective enrollee.
- 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.
- A copy of all documentation used to determine a child's eligibility will be collected and routed to B&I for central filing.

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.

Verifying 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
Income	Financial Documentation

Federal Poverty Guidelines

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

Persons in Family/Household	Poverty Guideline
1	\$ 11,770
2	\$ 15,930
3	\$ 20,090
4	\$ 24,250
5	\$ 28,410
6	\$ 32,570
7	\$ 36,730
8	\$ 40,890

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.

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 child was not selected from the waiting list in the program year they applied for
 - Transfers from other Head Start Grantee's programs

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 who meet the requirements of medically underserved communities
 - 3) Children from families with income between 100-130% of FPL (up to 35% total EHS/HS enrollment)
 - 4) Children from families with income above 130% FPL (up to 10% total EHS/HS enrollment)

Community Collaborations

- All public pre-k programs will prioritize 4-year old enrollments unless alternative selections for those slots are recommended by the Enrollment Committee.
- Community collaborations, child care partnerships and blended funding make it necessary to develop site-specific criteria.

Enrollment

Enrollment Definitions

- Accepted* means a child has been selected to participate in the program.
- Once a child has been accepted, staff will work with families to obtain required information and documentation to support child's health and educational needs.
- Enrolled Child* means a child has been accepted and attended a day or received one home visit (home based).

Vacancies

- Designated staff will assure that vacancies are filled in a timely manner, within 30 days.
- Slots may remain unfilled if a drop occurs within 60 days of the end of the program year.

Attendance

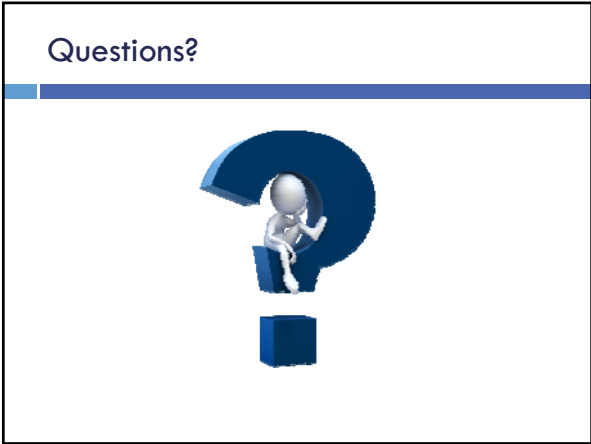
Policy Overview

- To ensure that children and families receive optimal benefit from the Program it is crucial to maintain regular attendance. Staff will emphasize the benefits of regular attendance and work with the family when a child's attendance is of concern.
- Opportunities to discuss attendance include:
 - Parent Orientation Events
 - Review of FPA Expectations and Responsibilities
 - Parent-Teacher Conferences (using the School Readiness Dashboard)
 - If children's attendance decreases

Staff Expectations

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





MAINE BUREAU OF HIGHWAY SAFETY

CAR SEAT DISTRIBUTION PROGRAM

Is your child riding safely in the appropriate seat? Has your car seat expired? Do you know the history of your car seat? Find out whether your child qualifies for a free car seat and learn about how to make sure that your child is riding as safely as possible!



**Car seat
Distribution for
income eligible
families**

**Car seat
Inspection**

**Education
materials about
child passenger
safety**



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