

# Policy Council Committee Meeting

## December 15, 2020

Motion to: Open the meeting.  
Motion by: Richard Yocum.  
Seconded: Ravin Ricker.  
Vote: AIF

### 1. **Introductions & Roll Call**

#### **Representatives:**

|                                     |                                 |
|-------------------------------------|---------------------------------|
| Michael Mosley (Educare Part-Day)   | David Hall (HomeBased)          |
| Ravin Ricker (Fairfield)            | Michele Gonya (Community Rep)   |
| Nicole Heath (Educare Full-Day)     | Richard Yocum (Community Rep)   |
| Anthony Houghton (North Elementary) | Katy Richardson (Community Rep) |
| Ashley Hebert (Clinton)             | <b>A quorum was present.</b>    |

#### **Excused:**

Christine Tarpen (Quimby)

#### **Absent:**

|                                    |                                 |
|------------------------------------|---------------------------------|
| Ada Webb (Mill Stream)             | Emma Kroemer (Educare Full-Day) |
| Loretta Bellefleur (Skowhegan EHS) |                                 |

#### **Staff:**

Tracye Fortin, Chief Operating Officer, KVCAP Child & Family Services  
Jennifer Pare, Executive Administrative Assistant

### 1. **Review/Approval Policy Council Meeting Minutes**

Motion to: Accept and approve meeting minutes of 11/19/2020.  
Motion by: Ashley Hebert.  
Seconded: Richard Yocum.  
Vote: AIF

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

Miriam Jacobs, Family Engagement Manager, attended the Policy Council meeting to provide an Eligibility, Recruitment, Selection, Enrollment and Attendance training to Council members (see Attachment A). Head Start Program Performance Standards require that the Policy Council and KVCAP Board of Directors receive training on these topics within 180 days of our grant award on an annual basis.

### 3. **Election of Community Reps**

The following were recommended by the Council for Community Representative positions:

#### Community Representative (Not enrolled in Head Start, but have children enrolled):

- Richard Yocum - representing RSU #74 Solon Preschool
- Katy Richardson – representing North Elementary Preschool

#### Community Representative (Past Parents):

- Michele Gonya

Motion to: Approve recommendations for Community Representative's as requested.  
Motion by: David Hall.  
Seconded: Ashley Hebert.  
Vote: AIF

## 2. Policy Council Officer Elections

Reviewed duties of each position in detail. Council members expressed their interest in specific positions and if more than one candidate was interested, a ballot vote was conducted. Thank you for your willingness to perform a leadership role on the Council!

- Chairperson – Michael Mosley

Motion to: Approve recommendation of Michael Mosley for Chairperson

Motion by: Richard Yocum.

Seconded: Michele Gonya.

Vote: AIF

- Vice Chairperson – David Hall

Motion to: Approve recommendation of David Hall for Vice Chairperson.

Motion by: Richard Yocum.

Seconded: Katy Richardson.

Vote: AIF

- Secretary – Ashley Hebert and Michele Gonya were nominated. Discussion occurred. Vote occurred by anonymous blind ballot.

Motion to: Approve recommendation of Michele Gonya for Secretary.

Motion by: David Hall.

Seconded: Richard Yocum.

Vote: AIF

- Treasurer – Ashley Hebert

Motion to: Approve recommendation of Ashley Hebert for Treasurer.

Motion by: Michele Gonya.

Seconded: Richard Yocum.

Vote: AIF

- Policy Council Liaison to the KVCAP Board of Directors – Michael Mosley

Motion to: Approve recommendation of Michael Mosley to continue as Policy Council Liaison to the Board of Directors.

Motion by: Michele Gonya.

Seconded: Ashley Hebert.

Vote: AIF

## 4. Policy Council Bylaws

Policy Council reviewed the recommended changes to the ByLaws and is recommending the following changes to the KVCAP Board of Directors. A 2/3 quorum was present.

### Section 3 – Site Locations:

Updated “Family Child Care” to “Early Head Start: Child Care Partnership Partner” to encompass the whole partnership.

### Article V – Section 2 – Election:

Clarified language around officers remaining seated through December of the following program year (when new officers are elected).

Motion to: Approve changes to the Policy Council Bylaws and recommend to the KVCAP Board of Directors.

Motion by: Richard Yocum.

Seconded: Ashley Hebert.

Vote: AIF

## 5. **Policies**

Policies come before the Policy Council for review; highlighted with any recommended changes. Review of Head Start Performance Standards outlined policies requiring Governance approval. Parent are welcome to provide input on program policies and procedures and discussions can shape program changes.

- Policy and Procedure Guidance – New guidance drafted detailing frequency of review for policies and procedures to assure updated, accurate and responsive guidance for all staff.

Motion to: Accept the Policy and Procedure Guidance as presented and present to the KVCAP Board of Directors.

Motion by: Richard Yocum.

Seconded: David Hall.

Vote: AIF

- Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Policy – No changes. Presented as part of annual review.

Motion to: Accept the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) policy as presented and recommend to the KVCAP Board of Directors.

Motion by: Richard Yocum.

Seconded: David Hall.

Vote: AIF

- Code of Conduct – No changes. Presented as part of annual review.

Motion to: Accept the Code of Conduct as presented and recommend to the KVCAP Board of Directors.

Motion by: Richard Yocum.

Seconded: David Hall.

Vote: AIF

- Policy Council Code of Conduct – No changes. Presented as part of annual review.

Motion to: Accept the Policy Council Code of Conduct as presented and recommend to the KVCAP Board of Directors.

Motion by: Richard Yocum.

Seconded: David Hall.

Vote: AIF

- Community Complaint Policy/Procedure– No changes. Presented as part of annual review.

Motion to: Accept the Community Complaint Policy/Procedure as presented and recommend to the KVCAP Board of Directors.

Motion by: Richard Yocum.

Seconded: David Hall.

Vote: AIF

- Internal Dispute Resolution Policy – No changes. Presented as part of annual review.

Motion to: Accept the Internal Dispute Resolution Policy as presented and recommend to the KVCAP Board of Directors.

Motion by: Richard Yocum.

Seconded: David Hall.

Vote: AIF

- Volunteer Policy & Procedure – No changes. Combined the Policy and Procedure into one document. Presented as part of review process.

Motion to: Accept the Volunteer Policy & Procedure as presented and recommend to the KVCAP Board of Directors.

Motion by: Richard Yocum.

Seconded: David Hall.

Vote: AIF

## 6. Reports:

Tabled to the January meeting due to time constraints.

Motion to: Motion to table the reports to next month due to time constraints.

Motion by: David Hall.

Seconded: Richard Yocum.

Vote: AIF

## 7. Meal Delivery

Due to the pandemic, meetings are currently being held via Zoom. The program will continue to offer, starting in January, family meals to all members. Jenn Pare will be in touch with members before the next meeting with information on how to request meals to minimize challenges in participating during the dinner time frame.

## 8. Treasurer's Report

|                       |           |               |
|-----------------------|-----------|---------------|
| Beginning Balance     | \$        | 300.00        |
| <u>Paid Out</u>       | <u>\$</u> | <u>0</u>      |
| <b>Ending Balance</b> | <b>\$</b> | <b>300.00</b> |

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Anthony Houghton.

Seconded: Richard Yocum.

Vote: AIF

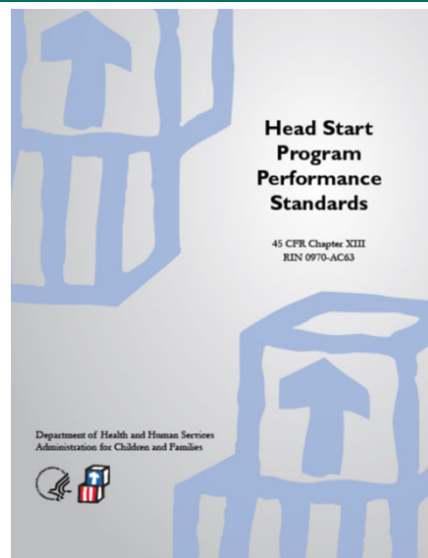
# ELIGIBILITY, RECRUITMENT, SELECTION, AND ENROLLMENT: BOARD & POLICY COUNCIL TRAINING

Winter 2019

KVCAP Child & Family Services

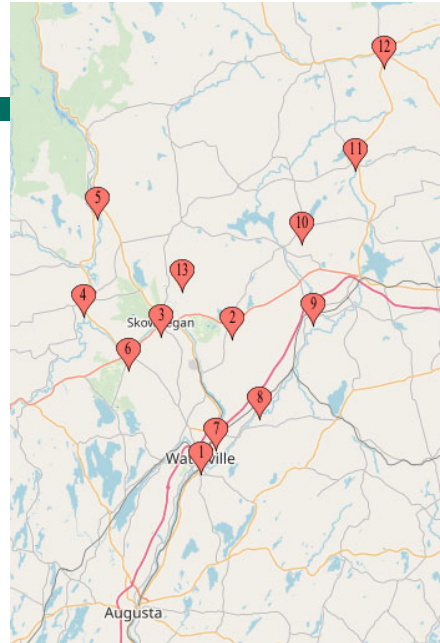
## Head Start Performance Standards

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



## 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 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.
- Associate Directors 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.**

## Application Intake

- 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

- 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.

## 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.
- **Categorically Eligible** means:
  - Child or family receiving public assistance (SSI or TANF/ASPIRE/FedCap). *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. (2020 GUIDELINES WILL BE PUBLISHED JANUARY 20 TO 24)

## 2019 Federal Poverty Guidelines

| Persons in Family/Household | Poverty Guideline |
|-----------------------------|-------------------|
| 1                           | \$ 12,490         |
| 2                           | \$ 16,910         |
| 3                           | \$ 21,330         |
| 4                           | \$ 25,750         |
| 5                           | \$ 30,170         |
| 6                           | \$ 34,590         |
| 7                           | \$ 39,010         |
| 8                           | \$ 43,430         |

# 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       |

## Priority Factors

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

## Priority Factors Examples

### Priority Factors - Child

DHHS Referral for Open Protective (includes Foster Care)

Documented history of Abuse/Neglect

Child has no medical insurance

Child has IEP/IFSP

### Priority Factors-Family

Family is Homeless

Teen Parent

Current or Prior Substance abuse which impacts the child's care/development

## Selection Priorities

- 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)

## 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.

## Community Collaborations

- ❑ All public pre-k programs will prioritize 4-year old enrollments, with 3-year-old enrollments following in some locations.
- ❑ 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.

## Site Selection Criteria Examples

| KVCAP Head Start and Early Head Start Grant   |   |  |
|---|---|--|
| Option/Location   | Selection Criteria  | Enrollment Committee   |
| <b>MSAD #74 Preschool</b><br>Anson, Solon<br><br>A collaboration between Head Start and Public School.                | Residents of Anson, (North) New Portland, Embden and Solon prioritized.<br><br><u>School Specific Selection Considerations</u> <ul style="list-style-type: none"> <li>• Outreach to surrounding towns for Pre-K enrollment (superintendent/Head Start Director approval required)</li> <li>• 3-year-old enrollments considered after 4-year-old waiting list is exhausted</li> </ul>  | Family Services Coordinator, Early Childhood Coach-Supervisor, Associate Director<br><br>Principal, Teachers, CDS Case Managers and District Special Education Administrator as needed |
| <b>Educare Part-Day</b><br><br>A collaboration between Head Start, Public School and Child Development Services (CDS) | Must be a Waterville resident with the following exceptions: <ul style="list-style-type: none"> <li>• 3-year-old transfers from Early Head Start</li> <li>• Transfers from Educare Full-Day</li> <li>• CDS placements (16 slots)</li> </ul> <u>School Specific Selection Considerations</u> <ul style="list-style-type: none"> <li>• Additional 3-year-old enrollments not specified above considered after 4-year-old waiting list is exhausted</li> </ul> | Family Services Coordinator, Master Teacher, Associate Director<br><br>Principal, Teachers, CDS Case Managers and District Special Education Administrator as needed                   |

## 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

- FSC's and other designated staff will assure that vacancies are filled in a timely manner, within 30 days.

## Additional Enrollment Opportunities

- Depending on program model, additional non-Head Start enrollment opportunities may exist:
  - 4-year-old public pre-k
  - CDS funded slots at Educare
  - Private Child Care

## Redetermination Reasons

- Redetermination of eligibility is required for the following situations:
  - In preparation for EHS to Head Start transition
  - Prior to a child's 3<sup>rd</sup> 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 Plan

| Audience   | Training  |
|--|---|
| Eligibility Staff                                    | Within 90 days of hire and within each program year thereafter. |
| Associate Directors overseeing Enrollment Activities | 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

## Related Documents

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