

OHIO HEARTLAND CAC HEAD START
ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT AND ATTENDANCE (ERSEA)
FAMILY PARTNERSHIPS HEAD START SYSTEMS POLICY AND PROCEDURE

PURPOSE: To ensure that eligibility, recruitment, selection, enrollment and attendance processes are completed properly for the children in the OHCAC Head Start program.

PERFORMANCE STANDARD: 1302.10 – 1302.18

1302.16 Attendance.

(a) Promoting regular attendance. A program must track attendance for each child.

(1) A program must implement a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being.

POLICY: OHCAC Head Start will use the following procedures when determining children's eligibility, recruitment of children, selection of children, enrollment of children and monitoring the attendance of children:

PROCEDURE: **ELIGIBILITY**

A. No Fees: No parents/guardians are required to pay any fees as a condition of the child's enrollment or participation. This is a free preschool program.

B. Age: When determining age eligibility, Family Advocates should refer to the following: If a child has not yet turned five years old by the cut-off date used to determine eligibility for public school, that child may be registered for Head Start. At the beginning of the school year, a child turning three years old by the first day of school may be placed in a classroom if there are no un-served older children on the waiting list. OHCAC Head Start accepts children who participated in Help Me Grow and/or Early Intervention upon their third birthday. *This may also include children who are on an IEP (Individualized Education Plan).* Also a child who turns three years old during the school year may be registered no more than two months (more time may be given if it seems needed) before the child's third birthday. This child may be placed in a classroom as long as no other four-year-old children are registered and ready to be placed at that time.

C. Income: Total family income must not exceed the Income Guidelines established by the Federal Head Start Program.

2019 Family Income Guidelines
For each additional person add \$4,420

| Family Size | Income | 100% Federal |
|-------------|--------|--------------|
| 1 | | \$12,490 |
| 2 | | 16,910 |
| 3 | | 21,330 |
| 4 | | 25,750 |

| Family Size | Income | 100% Federal |
|-------------|--------|--------------|
| 5 | | 30,170 |
| 6 | | 34,590 |
| 7 | | 39,010 |
| 8 | | 43,430 |

1. Verification of a family's income must include examination of any of the following:
 - a. Individual Income Tax Form 1040 or W-2 Forms
 - b. Letter from the employer
 - c. OWF Letter from Job & Family Services
 - d. Pay Stubs
 - e. Other proof of income for the relevant time period

2. The Head Start ChildPlus application must be signed by the parent/guardian as well as the Family Advocate. This signed application will also identify which of the above documents was examined and other information determining eligibility to participate in the program.
3. Income can be determined using:
 - a. Period of time in the twelve months immediately preceding the month of the application. (i.e. application month is September 2014 - use income from September 2013 - August 2014.)
 - b. The Calendar year immediately preceding the calendar year of the application. (i.e. application is September 2014 - use income from January 2013 through December 2013.)
4. The income used for determining eligibility should reflect the current need of the family.
5. Income eligibility is good for that enrollment year and the year immediately following.
6. If a child is a foster child, the income of the foster parents is not counted.
7. If a child is over-income the first year, income must be re-verified the second year.
8. Calculating Annual Income:

HOURLY

| | |
|--|-----------------------|
| Take the employee hourly rate: | \$10.00 |
| Multiply it by the hours worked in a week: | 40 x 10 = \$400 |
| Multiply it by 52 weeks: | \$400 x 52 = \$20,800 |

WEEKLY

| | |
|--|-------------------------|
| Take the employee gross weekly amount | \$400 |
| Multiply it by the number of weeks per month | 4.3 x \$400 = \$1,720 |
| Multiply the total by twelve months | 12 x \$1,720 = \$20,640 |

MONTHLY

| | |
|--|-------------------------|
| Take the employee gross monthly amount | \$1,720 |
| Multiply that amount by 12 months | \$1,720 x 12 = \$20,640 |

BI-WEEKLY

| | |
|--|-----------------------|
| Take the employee gross bi-weekly amount | \$800 |
| Multiply this amount by 26 pay periods | \$800 x 26 = \$20,800 |

9. The Eligibility requirements are:
 - a. The family's income is equal to or below the poverty line; or
 - b. The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including TANF child-only payments, or
 - c. The child is homeless, or
 - d. The child is in foster care.
10. If the family does not meet a requirement listed in #9 above, our program may enroll a child who would benefit from service (with the Head Start Director's approval), provided that these participants only make up to 10 percent of our program's enrollment.
11. If a child is determined eligible and is participating in a Head Start program, he or she will remain eligible through the end of the succeeding program year except that 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, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.
12. Staff who intentionally violate Federal and program eligibility determination regulations and who enroll children that are not eligible to receive Head Start services will be subject to discharge, regardless of length of service or prior record, for falsification of records or supplying false information.
13. Program staff must verify the family's eligibility again if a child moves from an Early Head Start program to a Head Start program or if the child withdraws from the program and then returns.

RECRUITMENT

The following charts will be used to implement recruitment activities and to track when each has been completed. All activities and time frames are subject to change as needed.

| Recruitment Activities that are done monthly | January | February | March | April | May | June | July | August | September | October | November | December |
|--|----------------|-----------------|--------------|--------------|------------|-------------|-------------|---------------|------------------|----------------|-----------------|-----------------|
| Staff Responsible | | | | | | | | | | | | |
| Check OHCAC offices for Flyers & Pre-Applications | | | | | | | | | | | | |
| Family Engagement Managers, Advocates | | | | | | | | | | | | |
| Maintain a Parent Information Board | | | | | | | | | | | | |
| Teachers, Advocates | | | | | | | | | | | | |
| Distribute fliers in places of business, (WIC, Doctor's offices, Children Services, Job and Family Services). | | | | | | | | | | | | |
| Family Engagement Managers, Advocates | | | | | | | | | | | | |
| Maintain contact with community partners promoting registrations. (Meetings, e-mail, face to face- Give out Registration materials) | | | | | | | | | | | | |
| Managers, Family Advocates, Teachers | | | | | | | | | | | | |
| Inform the news media of dates for registrations. Write notices for the newspapers, television and radio stations. | | | | | | | | | | | | |
| Family Engagement Managers, Family Engagement Director | | | | | | | | | | | | |

| Month | Date Completed | Recruitment Activity | Staff Responsible |
|--------------|-----------------------|--------------------------------|--------------------------|
| Jan. | | Attend kindergarten screening. | Family Advocates |

| | | |
|-------|---|--|
| | Print list of children that withdrew from ChildPlus. Review list and call any potential families to see if they would like their child to attend now. | Family Engagement Director, Family Engagement Managers |
| | Hand out flyers for recruitment at Family Connections. | Family Engagement Manager, Advocates |
| | Check on Banners to see if new ones are needed. | Family Engagement Managers, Family Engagement Director |
| Feb. | Pass out flyers in book bags of all public Elementary Schools (Morrow County) | Family Engagement Manager |
| | Remind Lead Teachers put registration dates and information in monthly newsletters. | Family Engagement Director, Teachers |
| | Hand out flyers for recruitment at Family Connections. | Family Engagement Manager, Advocates |
| | Prepare posters for placement in other Agencies and Businesses. | Family Engagement Director |
| | Attend Human Services Executive Council Meeting and discuss Registration & pass out Pre-Applications (Crawford Co.) | Managers, Advocates |
| Mar | Plan specific days to put up New Posters/Flyers at local businesses & Community Agencies. | Family Engagement Managers, Advocates |
| | Advocates begin handing in 5 completed registrations per week | Advocates |
| | Advocates complete re-registrations for returning children. | Advocates |
| | Print ChildPlus list of siblings and re-enrollees and hand out to Family Advocates | Data Systems Administrator |
| | Attend kindergarten screenings. (Galion) | Advocates |
| | Put up "Free Preschool Now Enrolling" banners at each county office. | Family Engagement Managers, Maintenance Dept. |
| | Attend transition meetings with Help Me Grow staff. | Managers & Advocates, Teachers |
| | Make door Hangers and fliers. | Family Engagement Managers, Advocates |
| | Hand out flyers for recruitment at Family Connections. | Family Engagement Manager, Advocates |
| | Send out Flyers to all children currently enrolled in Head Start and encourage them to pass this along to a friend. | Family Engagement Managers, Advocates, Receptionist at Grace |
| | E-mail Flyer and Pre-application to all people on our Advisory Committee List. | Family Engagement Director |
| | Advocates hand in 5 completed registrations per week | Advocates |
| | Recruit parent volunteers at Policy Council and Family Connections to give out flyers to their friends and neighbors. | Family Engagement Director, ,Family Engagement Managers |
| | Participate in the Cardington Community & Health Fair (Cardington) | Family Engagement Manager, Advocates |
| | Participate in Kidsfest (Marion) | Family Engagement Manager, Advocates |
| April | Door to door canvassing. | Family Advocates |
| | Participate in Pinwheel Day (Marion) | Family Engagement Manager, Advocates |
| | Advocates hand in 5 completed registrations per week | Advocates |

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|------|--|---|--|
| | | Have a drawing for any Head Start parents able to give us names of friends/families of children eligible and not yet registered for our program. | Family Engagement Manager, Advocates |
| | | Participate in the Minority Health Fair (Mansfield) | Family Engagement Manager, Advocates |
| | | Recruit parent volunteers at Policy Council and Family Connections to give out flyers to their friends and neighbors. | Family Engagement Director, Family Engagement Manager, Advocates |
| | | Hand out flyers for recruitment at Family Connections. | Family Engagement Manager, Advocates |
| | | Obtain lists of families that have received assistance from HEAP that have children that are age eligible & contact them. | Family Engagement Director |
| | | Plan specific days to put up New Posters/Flyers at local businesses & Community Agencies. | Family Engagement Managers, Advocates |
| May | | Door to door canvassing. | Advocates |
| | | Plan specific days to put up New Posters/Flyers at local businesses & Community Agencies. | Family Engagement Managers, Advocates |
| | | Advocates hand in 5 completed registrations per week | Advocates |
| | | Participate in the Baby Fair/Resource Fair. (Morrow County) | Family Engagement Managers, Advocates |
| | | Advocates hand in 5 completed registrations per week | Advocates |
| | | Hand out flyers for recruitment at Family Connections. | Family Engagement Manager, Advocates |
| | | Recruit parent volunteers at Policy Council and Family Connections to give out flyers to their friends and neighbors. | Family Engagement Director, Family Engagement Managers |
| June | | Hand out flyers at the Free Lunch programs or insert flyers in the lunch bags that are sent out in Marion and Morrow. | Family Engagement Director, Family Engagement Managers |
| | | Advocates hand in 5 completed registrations per week | Advocates |
| July | | Hand out flyers at the Free Lunch programs or insert flyers in the lunch bags that are sent out in Marion and Morrow. | Family Engagement Director, Family Engagement Managers |
| | | Participate in Saturday in the Park (Marion) | Family Engagement Manager, Advocates |
| | | Participate in the Sweet Corn Festival (Morrow County) | Family Engagement Manager, Advocates |
| Aug. | | Pass out information at the Morrow County Fair - (Morrow). | Family Engagement Manager, Advocates |
| | | Participate in WIC Baby Shower (Galion) | Family Engagement Manager, Advocates |
| | | Family Fun Day (Morrow County) | Family Engagement Manager, Advocates |
| | | Each Family Engagement Manager and Family Advocate will meet with at least one community agency to get information about that agency. At these meetings pre-applications and flyers will be handed out. | Family Engagement Manager, Advocates |
| | | At Open House hand out flyers and talk to parents about referring their friends and neighbors to Head Start. | Managers, Teachers, Advocates |
| | | Door to door canvassing. | Family Engagement Manager, Advocates |

| | | | |
|-------|--|--|--------------------------------------|
| Sept. | | Pass out flyers in book bags of all public Elementary Schools (Morrow County) | Family Engagement Manager |
| | | Door to door canvassing. | Family Engagement Manager, Advocates |
| | | Participate in the Fall Festival at the Tomorrow Center | Mangers, Advocates |
| | | Hand out flyers for recruitment at Family Connections. | Family Engagement Manager, Advocates |
| | | Community Baby Shower - Mansfield | Family Engagement Manager, Advocates |
| | | At Open House hand out flyers and talk to parents about referring their friends and neighbors to Head Start. | Managers, Teachers, Advocates |
| Oct. | | Send fliers to parents via Head Start children's book bags. | Managers, Teachers, Advocates |
| | | Hand out flyers for recruitment at Family Connections. | Family Engagement Manager, Advocates |
| Nov. | | Hand out flyers for recruitment at Family Connections. | Family Engagement Manager, Advocates |
| Dec. | | Check Files of those Children with Incomplete files to see if more progress can be made. | |
| | | Hand out flyers for recruitment at Family Connections. | Family Engagement Manager, Advocates |

SELECTION

- A. **Selection Priority Criteria:** The selection of children for placement in a classroom will follow the Selection Priority Criteria chart below. Those children with the highest number of points using this system will be placed first. This chart is set up so that children with disabilities are given enough points so that at least 10% of the total number of the enrolled children will fall into this category. Our 10% over income spots are slated for these children with special needs first. The points for Early Head Start Children that are on the wait list will be updated at the beginning of each program year. At the beginning of the program year, the Full Day Head Start Classrooms will be filled according to the following plan if possible. (9 – Four year olds and 8 – Three year olds.)
- B. **Definitions:** The following give the definitions for the “Other” area in the Selection Priority Criteria:
1. Not Referred/No S.S. Need - Typical family at or below 100% poverty guidelines, able to provide necessities such as shelter, food, clothing, etc.
 2. Agency Referral – Family that was referred by an organization or agency to Head Start.
 3. Family Crisis - Family that has had traumatic events affect the family in the past six months. Examples: total house fire, death of a household member, Parent/Guardian in Prison, Parent deployed in the Military (The event must have occurred within the last 6 months.)
 4. Low Literacy - Parent/Guardian does not read or has difficulties reading and needs assistance.
 5. Serious Health Problems - Serious health issues with the Head Start child - not just asthma or allergies, etc.
 6. Combo - Any combination of two or more.

Instructions: Select points in each section that describes the family or child's situation. Write the number of points in the “Total” column for each area and put the grand total at the bottom.

| Area | Description | Points Select | Total |
|------------------------|-------------|---------------|-------|
| Parental Status | | | |

| | | | |
|---|--------|-----|-------|
| Two Parents | Two | 10 | |
| One Parent | One | 20 | |
| Non-Parent | Other | 30 | |
| Foster Parent | Foster | 40 | _____ |
| Mother was under the age of 20 at the time of the child's birth | | 20 | _____ |
| Handicap | | | |
| Z-Zero Handicap | Nonh | 0 | |
| X-Potential or suspected | Susp | 20 | |
| IEP/ IFSP (EHS.only) | Dev | 100 | _____ |
| Income | | | |
| Over Income | Over | 0 | |
| Eligible Income | Elig | 10 | |
| Low Income - 25% | L 25% | 20 | |
| Low Income - 50% | L 50% | 30 | |
| Low Income - 75% | L 75% | 40 | |
| Foster | | 40 | |
| Homeless | | 100 | _____ |
| Age at First Day of School | | | |
| Birth – 17 months | | 30 | |
| 18 months -2 yrs. 5 months | | 20 | |
| 2 yrs.6 months - 2 yrs.11 months | | 10 | |
| 3 yrs. 0 months - 3 yrs. 5 months | 3-4 | 10 | |
| 3 yrs. 6 months - 3 yrs.11 months | 3-10+ | 20 | |
| 4 yrs. 0 months - 4 yrs. 5 months | 4-3+ | 30 | |
| 4 yrs. 6 months and older | 4-6+ | 50 | |
| Returnee | RET | 200 | |
| EHS Transition Child must be income eligible | EHS | 200 | _____ |
| Other | | | |
| Not Referred/No S.S. Need | None | 0 | |
| Agency Referral | Ref | 40 | |
| Family Crisis | Cris | 40 | |
| Low Literacy | Llit | 40 | |
| Serious Health Problems | Hlth | 40 | |
| Combo of two or more above | Comb | 50 | _____ |
| GRAND TOTAL | | | _____ |
| <u>ENROLLMENT</u> | | | |

The Ohio Heartland Head Start Program the offers the following **FREE** options. Back to back and full day center based program options are offered for 3, 4 and 5-year-old children. Full day Early Head Start is offered for children under 3 years old. Currently, the grant allows Ohio Heartland Head Start to serve 635 children in the following counties:

Crawford County

102

Marion County

234

Morrow County

68

Richland County

231

The Social Service Department shall recruit and register these children using the criteria outlined below and without regard to race, creed, religion, sex or national origin. Applications to register a child are completed

throughout the year to ensure a wait list. Children from the wait list will be placed as children are withdrawn. Placement of children will take place for the current year until less than 30 days remain in the program year unless there are special circumstances. Any special circumstances must be approved by the Family Engagement Director.

A. Registrations for Fall: Registrations for children for the upcoming year will begin on March 1st and continue throughout the year. Any registrations dated March 1st or later will be valid for that entire following school year. Parents will be encouraged to visit or call the main office in their county:

| | | | |
|---------------------------|-----------------------------|---------------------------|----------------------------|
| Crawford County | Marion County | Morrow County | Richland County |
| 124 Buehler Street | 372 E. Center Street | 406 Bank Street | 1035 Grace Street |
| Galion, OH 44833 | Marion, OH 43302 | Gilead, OH 43338 | Mansfield, OH 44905 |
| (419) 468-5121 | (740) 387-1039 | (419) 947-9575 | (419) 589-3337 |
| (800) 854-4020 | (877) 241-3427 | (866) 546-4314 | (866) 546-4315 |
| Toll Free | Toll Free | Toll Free | Toll Free |
| (419) 468-6970 FAX | (740) 383-1929 FAX | (419) 947-9577 FAX | (419) 589-4521 FAX |

1. Family Advocates will meet parent/guardians at their home, place of employment or at the Head Start office nearest to them to register their child for the program.
2. Children will be placed on classroom rosters according to the selection priority criteria beginning in May.
3. Rosters are changed anytime May through August to ensure children with the highest number of points are placed first.
4. Recruitment and registration activities will continue throughout the year to ensure a waiting list.
5. If a child on the wait list, has a registration that is more than one year old, the family's income will be reviewed before placement to ensure eligibility. The paperwork that is in the child's file will be reviewed to make sure that all forms are up to date.

B. Intake Process: In an effort to complete a child's registration parent/guardians are asked to bring with them or to have available to Family Advocates the following items:

1. Child's Birth Certificate or Mother's Certificate if available. (Staff are not required to collect documents that confirm a child's age, if doing so creates a barrier for the family to enroll the child.)
2. Social Security Card for child and Social Security Numbers for each family member
3. Shot Record
4. Income Verification
5. Medical Card or Insurance Card
6. Custody Papers, if applicable
7. Parents are encouraged to have a physical and dental completed as soon as possible. Forms can be dropped off at the main office in each county from 8:00 a.m. - 4:30 p.m. Monday-Friday.
8. When a child doesn't have medical insurance, the Family Advocate will inform the parent of the Healthy Start program available through Job & Family Services. The Family Advocate will assist the family in filling out all paper work to get the process started.

C. Completed Registrations: A complete registration application must be on file in the Social Service Department before a child can be placed in any Head Start program. The application must include:

1. A copy of the applicant's birth certificate (mother's certificate or hospital birth record is acceptable).
2. A copy of a shot record is required to be in the registration application.
 - a. The child's shot record needs to show that the child has had at least 1 DPT, 1 OPV, 1 MMR, 1 HIB and 1 HepB and has a schedule from a physician.

- b. The parents will be strongly encouraged to catch up the immunization record before the end of the Head Start school year (an up-to-date shot record will show that 4 DTPs, 3 OPVs, 1 MMR, 4 HIBs, and 3 HepB shots have been given).
3. The social security number and Medicaid/insurance billing number needs to be recorded on the ChildPlus form.
4. A returning child must have a complete physical on file. A first year child can be placed into our program without a completed dental and physical form. First year children will have 30 days from the first day they sit in the classroom to have a physical form completed and turned in. Failure to have this done will keep them from coming to school on the thirty-first day.
5. After a registration packet has been completed, the Family Advocate completes either a yellow card, if the child is 3 years old or a pink card, if the child is 4 years old by the school district's kindergarten cut off date.
6. The card is turned in to the Family Engagement Manager. Each card has the total number of points the child has accumulated. The Family Engagement Manager will place children in the program in accordance to their points and the program desired.

D. Enrolling Children with Disabilities: Head Start regulations allow us to serve a total of 10% of the funded number of children over income.

1. These spots are slated for children with special needs first.
2. The Family Advocate must in-house the Intervention Manager for follow-up when a child is on an IEP, a parent has a developmental concern, or child has a script from a doctor.

E. Transportation: Head Start will offer transportation, if possible, to those children who live within a reasonable distance from their assigned center. The Family Engagement Manager and the Transportation Manager or Bus Driver will assess which areas outside the city limits are most populated with Head Start families and offer transportation to those areas where bus routes should not exceed 60 minutes round trip.

F. Waiting List: Registering children is an ongoing process. Recruitment is done throughout the year, to maintain a significant waiting list, so a vacancy may be filled within 2 weeks of occurring.

1. A waiting list will be maintained by the Family Engagement Manager and will have names of children with a completed registration.
2. The child designated to be placed first will have the largest number of points according to the Ohio Heartland Head Start selection process.
3. As a center vacancy occurs, the teacher will be given the teacher file so a home visit can be made. At that time, the parent will be told a starting date for their child.
4. The Lead Teacher will make the visit within five days of receiving the file.
5. The Family Advocate will turn in the Child Enrollment and Health Information form and the Routine Transportation Permission Release form to the Lead Driver after the Lead Teacher has done the home visit.
6. All placements of children will be done by the Family Engagement Manager.

ATTENDANCE

A. Monitoring Classroom Attendance:

1. Lead Teachers are required to call the Data Systems Processor on the **first day** the child attends the center.
2. Lead Teachers **must** have Weekly Attendance forms to the Data System Processor and Family Engagement Manager on Friday by 12:00 p.m. of the current week. Early Head Start Lead Teachers must have Weekly Attendance forms to the Data System Processor and Family Engagement Manager by 4:30 p.m. of the current week. (Grace Street attendance must be submitted by 8:00 a.m.)
3. The Education Supervising Manager will receive a copy of the Meal Count Attendance Sheet.
4. A Family Advocate will be assigned daily to call each classroom including the Head Start, Full day Head Start and the Early Head Start classrooms for absences by 9:00 a.m. and 12:30 p.m. If the parent has not contacted the classroom and given the Teacher a reason for the absence the Family Advocate will immediately contact the parent/guardian of the child who is absent without notification

and document on the Attendance Tracking Log each child's name, the child's center, the time the parent/guardian was contacted, how the parent/guardian was contacted and the reason for the child's absence.

In Marion and Richland Counties, the Attendance Tracking Log for each day will be kept on a clipboard with the Attendance Tracking Log Cover Sheet covering the Attendance Tracking Log in the Family Advocates' office and Family Advocates will have until 4:30 p.m. on Friday to enter their information into ChildPlus. The Family Advocate that takes the phone call regarding each site will circle and highlight each class session that has called in their absences on the correct day. By 9:00 a.m. all EHS classrooms, full day classrooms and AM sessions must be checked off for the County. By 12:30 p.m. all PM session must be checked off for the County. At the end of the week, the original Attendance Tracking Log will be submitted to the Data Systems Processor.

In Crawford and Morrow Counties, the Attendance Tracking Log for each day will be kept on a clipboard with the Attendance Tracking Log Cover Sheet in the Family Advocates' office and Family Advocates will have until 4:30 p.m. on Friday to enter their information into ChildPlus. The Family Advocate that takes the phone call regarding each site will circle and highlight each class session that has called in their absences on the correct day. By 9:00 a.m. all EHS classrooms, full day classrooms and AM sessions must be checked off for and by 12:30 p.m. all PM session must be checked off on the Attendance Tracking Log Cover Sheet. At the end of each day, the Family Advocate that has bus duty for that day will scan each Family Advocate for Morrow and Crawford County a copy of the Attendance Tracking Log. At the end of the week, the original Attendance Tracking Log will be submitted to the Data Systems Processor.

5. The Family Advocate that is assigned to the infant/child that is absent will document into ChildPlus daily and select the reason absent from the drop down screen, if known. If the reason for the absence is unknown, the Family Advocate will leave the reason blank. The Advocate will then document further in the notes section if they have made attempts to contact the parent by phone, text, e-mail, mail, or visiting them at their home. The Family Advocate will then begin the "Attendance Documentation/Follow-up Plan," if needed.
6. The Family Advocate will also review the "Center's weekly Attendance/Meal Form" (highlighting any absences) when it is received to make sure that no absences have been overlooked. Each Family Advocate will have an attendance binder that will include the center's weekly attendance/meal form, weekly report, and the Monthly ChildPlus report #2310 (Daily Attendance by Classroom). The Family Advocate should use ChildPlus report #2310 to check that all Absences have been correctly documented.

B. Attendance Documentation/Follow-up Plan:

1. If a child is absent the Family Advocate will decide if follow-up is needed.
 - a. An Attendance Plan is needed if the child is absent four days in a month.
2. An Attendance Plan is not needed if an "Excused Absence" has already been granted and approved.
3. If the child is on an IEP and has missed three consecutive days or three days in one month, the Family Advocate must e-mail or in-house the Intervention Manager. (Any "Attendance Plan of Action" that is implemented for a child on an IEP must be done so with the knowledge and input of the Intervention Manager.)
4. The Family Advocate will contact the family and initiate family support. If the Family Advocate is not able to locate the parent/guardian, emergency contacts will be called or a home visit will be made.
5. The following documentation needs to be made.
 - a. Document all contacts with the family in the "Notes" box on the "Entry Express Attendance" screen.
 - b. Document that the "Child Attendance Plan" was reviewed with the parent and an "Attendance Plan of Action" (if needed) was made.

6. The Family Advocate will need to be able to show documentation to the Family Engagement Manager concerning any child that is absent more than 4 days in a month and the Attendance plan that has been done.
7. The Family Advocate will review with the Family Engagement Manager any "Attendance Plan of Action" that is being made and the Family Engagement Manager will initial that it has been seen.
8. The Family Engagement Manager will keep a copy of each Attendance Plan in their Attendance Tracking Binder.
9. The Family Advocate will go over the original "Attendance Plan of Action" with the parent/guardian, have them sign it and give them a copy.
10. The original signed "Attendance Plan of Action" is then placed in the child's file and a copy is placed in the Family Advocate's Attendance Binder.
11. The Family Advocate will print ChildPlus report # 2310 (Daily Attendance by Classroom) showing the individual child's attendance follow-up documentation and place it in the child's advocate file attached to the original "Attendance Plan of Action" (if this plan was needed).

C. Bus Attendance:

1. The Bus Driver must call or e-mail the Transportation Manager and the Family Advocate after they have had no response at a home for four consecutive days and the program is not aware of the reason for the absence.
2. If the child has not ridden the bus for more than four days (without an excused absence for these days), the Family Advocate will contact the parent/guardian to find out why and to see if they no longer need the bus in order for their child to attend school.
3. If there is a valid reason for the child's temporary absence, the Family Advocate, Lead Teacher, Bus Driver and parent/guardian will communicate with each other to ensure a solution.
4. If there is no valid reason for the child's absence and the parent/guardian still requests that the child ride the bus to school, the Family Advocate will make a "Bus Attendance Plan" with the parent/guardian.
5. The Bus Driver will continue to stop at the house until he/she receives authorization to discontinue transportation from the Transportation Manager or the Head Start Director. If the child withdraws from the program, the Family Advocate will inform the Bus Driver that the child has been withdrawn.

D. Child Withdrawal

1. Before any child can be withdrawn from Head Start all possible solutions must be explored to the fullest. **The final decision to remove a child will come from the Family Engagement Manager.**
2. A child on an IEP (Individual Education Plan) cannot be removed from the Head Start program due to lack of attendance without the approval of the Intervention Manager, Family Engagement Manager, and Health Manager.
3. The IEP Itinerant teacher's/collaborative teacher's supervisor will be notified if this occurs so that services for the child can be arranged.
4. If the Family Advocate is not able to locate the parent/guardian, emergency contacts must be called and a visit to the home will be made. If they do not respond or are unable to be located, the Family Engagement Manager will withdraw the child and the space will be filled.

5. Once the decision has been made, the Lead Teacher will have five (5) working days to turn in the complete child's file to the Family Advocate.
6. The Family Advocate will gather all the files for that child (main, teacher, health, intervention, and advocate). The Family Advocate will place all files in either the wait or withdrawn drawer as is appropriate. The placement card is to be kept in the main file if the file is going in the withdrawn drawer. If the file is going in the wait drawer, the Family Engagement Manager will keep the card.
7. A Change of Status will be completed by the Family Advocate with the child's name, reason for withdrawal, if the child is to be put on a wait list, and if child was **with** or **without** services. Intervention Managers, Health/Nutrition Managers, and Family Advocate will access withdrawals on Child Plus. The original Change of Status will be given to the Data System Processor by the Family Engagement Manager.
8. If a child is withdrawn but is put on the wait list, the reason for the withdrawal should be put on the Change of Status and the main file, but no withdrawal letter needs to be sent.
9. If a child withdraws due to irregular attendance, the Family Advocate will send the Irregular attendance withdrawal letter to the family stating the date that the child will be withdrawn.
10. The Family Advocate will make a copy of the letter and place it in the advocate file.

TRAINING

Training on the ERSEA Policy will be done yearly for the Governing Body and Policy Council during the monthly meeting that the policy is reviewed and approved. Training for Management and Staff who determine eligibility will be done yearly during the Registration Training. All new Management and Staff who determine eligibility will be trained on the ERSEA Policy within 90 days of their hire date.