

Changes For 23-24

- Beginning on 3/1/23, you can no longer take applications over the phone
 - *Note: The only time a phone call will be acceptable for completing an enrollment application is a situation when a parent is incarcerated and the person the child is living with does not have legal guardianship. In that case, a phone application is acceptable, and the parent's signature can be obtained by mailing a copy of the application to the parent.*
- The procedure for documenting Dual Custody families has changed from last year and you need to review slides 15-18 on the ERSEA training presentation.
- When there is a Dual Custody situation, the Family Structure section should be marked as "Two Parent".
- The Change of Status form has been updated to include "insurance" in the Parental Status section.

Important Reminders

- SNAP benefits makes a child "Categorically Eligible" along with TANF, SSI, Foster and Homeless
- It should be a very rare occasion when a family is listed as "Zero Income". In almost any case where a family truly doesn't have any income, they would be receiving SNAP and you would get a copy of their card for their child's eligibility
- You cannot require a family to present anything other than age verification, income verification, and immunization documentation in order to consider a child for enrollment. Other items such as a birth certificate, health physical, eye exam, etc. cannot be required for a child to receive an enrollment slot.
- In order to be considered for enrollment in Head Start on the first day for the upcoming school year, a child must be between 3-4 years of age on 8/1/23. However, if a child will be turning 3 years of age after 8/1/23 (*as long as it will be during the school year*), the parent can still fill out an application for the upcoming year.
- A child can be considered for enrollment on the day they turn 3 years of age during the school year.
- On the Eligibility Verification form, the TANF list can be used to verify the child's age but it cannot be used to verify income.
- When accepting a W-2 form to verify a family's income, you must use the amount in Box #1.
- When accepting a 1040 tax form to verify a family's income, you must use the amount in the box labeled "**Total Income**".
- If a child withdraws from one of our programs and 30 days have passed, the child can only be put back on the waiting list (or remain there) if a new application and income verification is obtained. This same rule applies if a child has terminated from one of our delegate programs and wants to enroll in another delegate program.
- Each classroom must have a minimum of 10 Head Start children enrolled and a minimum of 13 children enrolled overall (*combination of Head Start and Preschool*).