

Big Sandy Area C.A.P., Inc. - HEAD START
Program Policies and Procedures

Age and Income Eligibility

POLICY:

Program eligibility is based on age of children, family income & special needs.

- *This policy relates to Head Start Performance Standards 45 CFR Part 1302.12*

PROCEDURE:

1. To be eligible for Head Start services, a child must be at least three years old by the date used to determine eligibility for public school. The date used to determine eligibility in Kentucky is **August 1st**. *The only exception will be if an enrollment slot has remained unfilled because there are no age eligible children on the waiting list. In this situation, a child that has already turned three but did not do so by **August 1** may be enrolled as a last resort.*
2. Birth certificates will be used to verify that a child will be three by **August 1st** for enrollment purposes. If a parent cannot produce a birth certificate, other documentation will be accepted. Other forms of age documentation that will be acceptable are:
 - ◆ Immunization Card
 - ◆ Medical Card
 - ◆ Hospital Certificate
 - ◆ Community Based Services list (TANF List)
 - ◆ Documentation from appropriate agencies who have previously verified a child's age
3. Children with diagnosed disabilities **may be considered for enrollment** on or after their third birthday at any point of the calendar year.
4. An income eligible child is any child whose family has an annual income before taxes that is equal to, or less than, the poverty guideline or any child whose family is eligible for public assistance.
5. Head Start enrollment for a Grantee or Delegate program must adhere to the following income guidelines:

- ◆ 90% of enrolled children must be from families whose income does not exceed 130% of the low-income guidelines.
 - ◆ Of the 90% mentioned above, a minimum of 65% of enrolled children must be from families whose income does not exceed 100% of the low-income guidelines. The remaining 25% can be children from families whose income falls within the 101%-130% range of the low-income guidelines.
 - ◆ Up to 10% of the children who are enrolled in the program may be children from families whose income exceeds 130% range of the low-income guidelines but who meet criteria the program has established for selecting such children and who could benefit from Head Start.
6. The family income is verified by the program before determining a child is eligible to participate in the program. Income verification is required **no later than 90 days after the completion of the application.**

Verification includes examination of any of the following:

- Individual Income Tax Form 1040
 - W-2 forms
 - Pay stubs
 - Pay envelopes
 - Written statements from employers
 - Documentation showing current status as recipients of public assistance.
7. An “Eligibility Verification” sheet will be completed and signed by a designated Head Start staff member and kept on file for each child admitted into the program. This sheet will identify the documentation used to determine a child’s age and income eligibility.
8. **When an enrollment application is completed, the family must present income within 90 days of the application date or the application is void.**
9. **If a family presents pay stubs as income verification, it must show a full consecutive month and the ending date of pay must be no older than 30 days from the present day.**
10. **When the family presents income verification, an Eligibility Verification form must be completed within 30 days.**
11. **If an enrollment application is completed during or after the beginning date of our recruitment period (March 1), the application is placed on the waiting list and the child is considered for enrollment during the entire upcoming school year. If the application was completed prior to**

March 1, the child is only considered for enrollment for the remainder of the current school year.

Approved by the Policy Council, March 2017