

Selection Process

POLICY:

The program has a formal process for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start services.

- *This policy relates to Head Start Performance Standards 45 CFR Part 1302.14*

PROCEDURE:

1. The BSACAP Head Start grantee and its delegates will use the information from the annual Community Assessment to determine appropriate eligibility criteria for enrollment into Head Start. This information will be discussed with all parties involved including staff, parents, governing body members, and policy groups. The eligibility criteria will be approved by the **Governing Board**, Policy Council and the Policy Committees of each delegate program on an annual basis.
2. The income of eligible families, the age of the child, the availability of kindergarten or first grade to the child, and the extent to which a child or family meets the criteria that is established will be considered. When a child's information is loaded on COPA, the Eligibility Waiting List will rank each child by number of points given based on the eligibility criteria used during the program year.
3. At least 10 percent of the total number of enrollment opportunities in the grantee and each delegate agency during an enrollment year are made available to children with disabilities.
4. A maximum of 10 percent of enrolled children may be from over-income families who meet the criteria and who could benefit from Head Start services. Over-income children are only enrolled in the absence of enough under-income children to fill the program slots.
5. Parents and staff review & update the program's selection process and criteria annually to make sure enrollment opportunities continue to be based on community needs.

6. The program develops at the beginning of each enrollment year, and maintains during the year, a waiting list that ranks children according to the selection criteria to assure that eligible children enter the program as vacancies occur. Each enrollment slot is filled as soon as a vacancy occurs and not to exceed 30 days.

Approved by the Policy Council, March 2017