



East
Hartford
Public
Schools

HEAD START:

Governance and ERSEA Training

February 6, 2023



- **Governance Overview**
 - Roles and Responsibilities

- **ERSEA Training**
 - Eligibility
 - Recruitment
 - Selection
 - Enrollment
 - Attendance

Governing Body Purpose

The agency (**East Hartford Board of Education**), must establish and maintain a formal structure for program governance that includes a ***governing body***.

Governing Body

Governing body has a legal and fiscal responsibility to administer and oversee the agency's Head Start program.

Advisory committees : A governing body may establish advisory committees as it deems necessary

Policy Councils

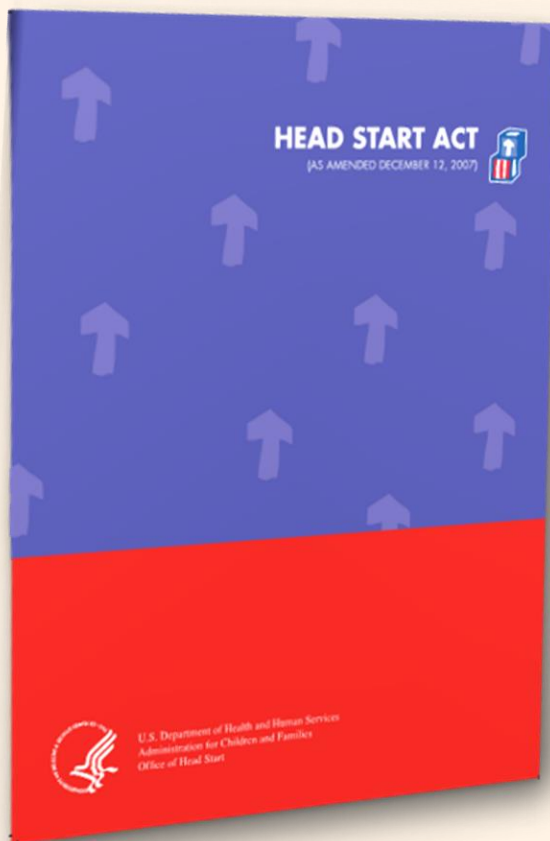
Policy council is responsible for the direction of the agency's Head Start programs.

Management Responsibilities

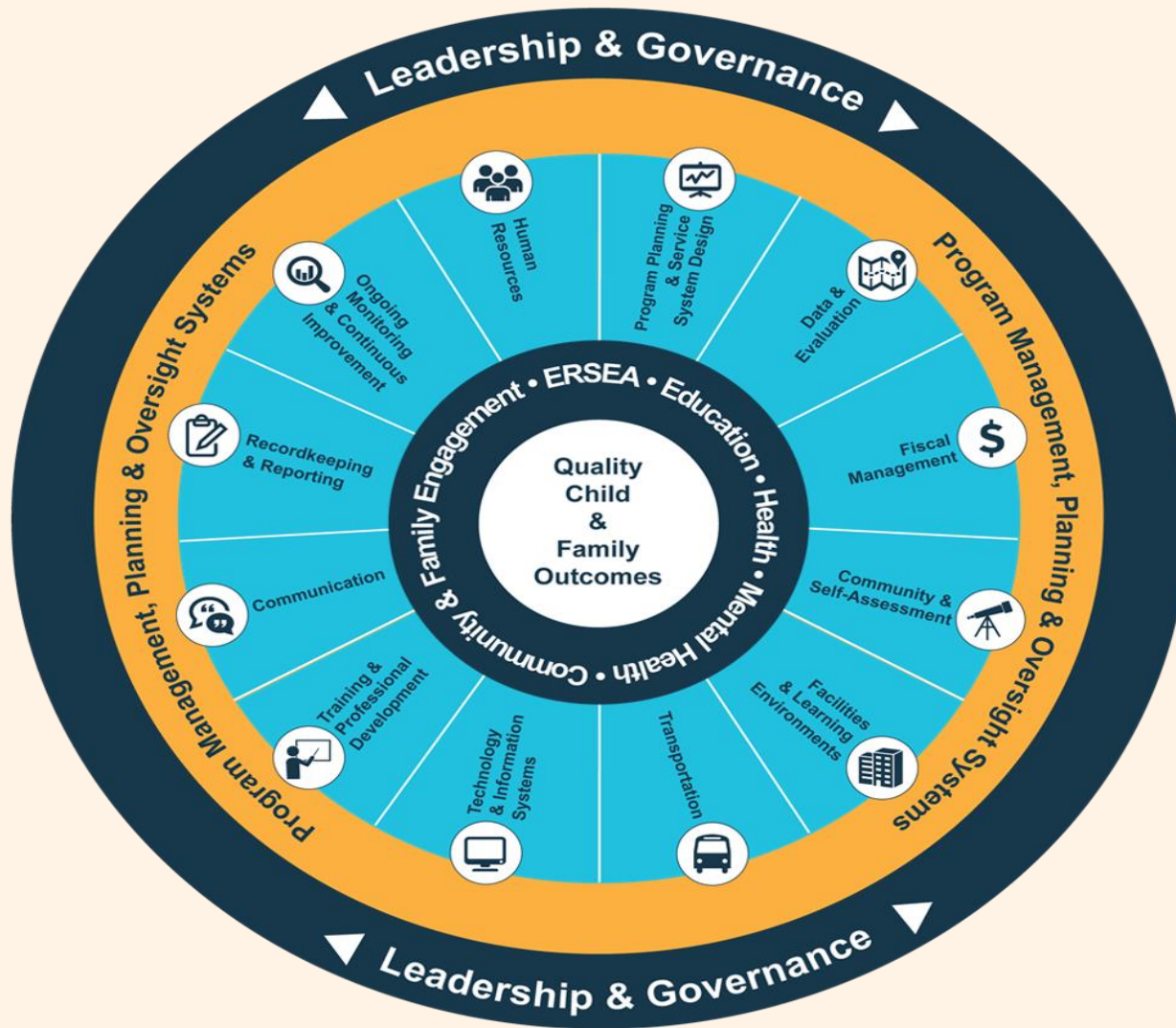
- The agency must establish and maintain a policy council
- The program must ensure members of the policy council, do not have a conflict of interest
- Training: Governance Overview and ERSEA
- Impasse Procedures

Head Start Regulations

HEAD START: Governance Overview



Head Start Management Systems Wheel



Eligibility Based on Age & Income

□ Age:

- At least three years old
- Turn three years old by the date used to determine eligibility for public school in the community
- Be no older than the age required to attend school
 - Program staff must verify a child's age

□ Income

- Family's income is equal to or below the poverty line
- Homeless
- In foster care
 - Ineligible families will be considered for other program funding such as School Readiness and Smart Start

Eligibility duration: 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.

ECLC Program policy for violating Eligibility Determination Regulation: Staff suspected of intentionally violating any verification policies and procedures for the purpose of deliberately approving a family for services will be referred to HR

Recruitment of Children

In order to reach those most in need of services, a program must:

- develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services
- encourage and assist them in applying for admission to the program
- include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care.

Application Process

During the application process staff must:

- Conduct an in-person interview with each family
 - Program staff may interview the family over the telephone if an in-person interview is not possible or convenient or the family
- Verify information as required
- Create an eligibility determination record for enrolled participants

Selection Process

A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment

- ❑ **Children eligible for services under IDEA** - A program must ensure at least **10%** of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.
- ❑ **Waiting Lists** - A program must develop at the beginning of each enrollment year and maintain during the school year a waiting list that ranks children according to the program's selection criteria

If a program chooses to enroll participants who do not meet a Head Start criterion and whose family incomes are between 100-130% of the poverty line, it must be able to report to the Head Start regional program office:

Over-income	10%	16
Additional Slots 101-130%	35%	56
Low-income	55%	90
Total funded HS Slots	100%	162

Enrollment

Funded Enrollment

- A program must maintain its funded enrollment level and fill any vacancy as soon as possible.
- A program must fill any vacancy within 30 days.

Continuity of Enrollment

- A program must make efforts to maintain enrollment of eligible children for the following year.

Reserved Slots

- No more than 3% of a program's funded enrollment slots may be reserved.
- If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant

Voluntary Parent Participation

- Parent participation in any program activity is voluntary, including consent for data sharing, and is not required as a condition of the child's enrollment.

State Immunization Enrollment Requirements

- A program must comply with state immunization enrollment and attendance requirements, with the exception of homeless children.

Attendance

A program must track attendance for each child.

- ❑ 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.
- ❑ A program must implement strategies to promote attendance.
- ❑ Within the first 60 days of program operation, and on an ongoing basis thereafter, use individual child attendance data to identify children with patterns of absence that put them at risk of **missing 10%** of program days per year and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management, as necessary.

ECLC days of operation = 180 days /10% = 18 days

Attendance

- ❑ **Managing Systematic Program Attendance Issues:** If a program's monthly average daily attendance rate falls below 85%, the program must:
 - analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate
 - use this data to make necessary changes in a timely manner as part of ongoing oversight and correction and make continuous improvement efforts.

- ❑ **Supporting attendance of homeless children**
 - Provide additional support to homeless families

- ❑ **Suspension and Expulsion:**
 - A program must prohibit or severely limit the use of suspension due to a child's behavior. Such suspensions may only be temporary in nature.
 - A program cannot expel or unenroll a child from Head Start because of a child's behavior



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Questions?

See additional slides for
resources and definitions

Resources

- [Head Start Act](#)
- [Head Start Program Performance Standards](#)

Definitions

ACF means the Administration for Children and Families in the Department of Health and Human Services.

Act means the Head Start Act, Sec. 635 et seq., Pub. L. 97-35, 95 Stat. 499-511 (codified as amended at 42 U.S.C. Section 9801, et seq.).

Agency means the body that receives the Head Start grant.

Budget period means the interval of time, into which a multi-year period of assistance (project period) is divided for budgetary and funding purposes.

Child with a disability is defined in the same manner as presented in the Head Start Act, 42 U.S.C. 9801.

Deficiency is defined in the same manner as presented in the Head Start Act, 42 U.S.C. 9801. Denial of Refunding means the refusal of a funding agency to fund an application for a continuation of a Head Start program for a subsequent program year when the decision is based on a determination that the grantee has improperly conducted its program, or is incapable of doing so properly in the future, or otherwise is in violation of applicable law, regulations, or other policies.

Enrolled (or any variation of) means a child has been accepted and attended at least one class for center-based or family child care option or at least one home visit for the home-based option.

Enrollment year means the period of time, not to exceed twelve months, during which a Head Start program provides center or home-based services to a group of children and their families.

Definitions

Family means all persons living in the same household who are supported by the child's parent(s)' or guardian(s)' income; and are related to the child's parent(s) or guardian(s) by blood, marriage, or adoption; or are the child's authorized caregiver or legally responsible party.

Federal interest is a property right which secures the right of the federal awarding agency to recover the current fair market value of its percentage of participation in the cost of the facility in the event the facility is no longer used for Head Start purposes by the grantee or upon the disposition of the property. When a grantee uses Head Start funds to purchase, construct or renovate a facility, or make mortgage payments, it creates a federal interest. The federal interest includes any portion of the cost of purchase, construction, or renovation contributed by or for the entity, or a related donor organization, to satisfy a matching requirement.

Financial viability means that an organization is able to meet its financial obligations, balance funding and expenses and maintain sufficient funding to achieve organizational goals and objectives.

Foster care means 24-hour substitute care for children placed away from their parents or guardians and for whom the state agency has placement and care responsibility. Full-working-day means not less than 10 hours of Head Start or Early Head Start services per day.

Funded enrollment means the number of participants which the Head Start grantee is to serve, as indicated on the grant award.

Grantee means the local public or private non-profit agency or for-profit agency which has been designated as a Head Start agency under 42 U.S.C. 9836 and which has been granted financial assistance by the responsible HHS official to operate a Head Start program.

Definitions

Head Start agency means a local public or private non-profit or for-profit entity designated by ACF to operate a Head Start program to serve children age three to compulsory school age, pursuant to section 641(b) and (d) of the Head Start Act.

Homeless children means the same as *homeless children and youths* in Section 725(2) of the McKinney-Vento Homeless Assistance Act at 42 U.S.C. 11434a (2).

Income means gross cash income and includes earned income, military income (including pay and allowances, except those described in Section 645(a)(3)(B) of the Act), veteran's benefits, Social Security benefits, unemployment compensation, and public assistance benefits. Additional examples of gross cash income are listed in the definition of "income" which appears in U.S. Bureau of the Census, Current Population Reports, Series P-60-185 (available at <https://www2.census.gov/prod2/popscan/p60-185.pdf>).

Legal status means the existence of an applicant or grantee as a public agency or organization under the law of the state in which it is located, or existence as a private nonprofit or for-profit agency or organization as a legal entity recognized under the law of the state in which it is located. Existence as a private non-profit agency or organization may be established under applicable state or federal law.

Local agency responsible for implementing IDEA means the early intervention service provider under Part C of IDEA and the local educational agency under Part B of IDEA.

Parent means a Head Start child's mother or father, other family member who is a primary caregiver, foster parent or authorized caregiver, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree.

Definitions

Participant means child who is enrolled in and receives services from a Head Start program.

Program means a Head Start, Early Head Start, migrant, seasonal, or tribal program, funded under the Act and carried out by an agency, or delegate agency, to provide ongoing comprehensive child development services.

Program costs mean costs incurred in accordance with an approved Head Start budget which directly relate to the provision of program component services, including services to children with disabilities, as set forth and described in the Head Start Program Performance Standards (45 CFR part 1304).

Recruitment area means that geographic locality within which a Head Start program seeks to enroll Head Start children and families. The recruitment area can be the same as the service area or it can be a smaller area or areas within the service area.

Relevant time period means: (1) The 12 months preceding the month in which the application is submitted; or (2) During the calendar year preceding the calendar year in which the application is submitted, whichever more accurately reflects the needs of the family at the time of application.

Responsible HHS official means the official of the Department of Health and Human Services who has authority to make grants under the Act.

Definitions

School readiness goals mean the expectations of children's status and progress across domains of language and literacy development, cognition and general knowledge, approaches to learning, physical well-being and motor development, and social and emotional development that will improve their readiness for kindergarten.

Service area means the geographic area identified in an approved grant application within which a grantee may provide Head Start services.

Staff means paid adults who have responsibilities related to children and their families who are enrolled in programs

[Click here for more definitions](#)