

**City of Albuquerque
Division of Child and Family Development
Early Head Start
Policy Council**

October 16, 2019

- 1. Establish Quorum**
- 2. Approval of Minutes**
- 3. Governing Board Report**
- 4. Director Report**
 - a. Enrollment**
 - b. Attendance and Meal Counts**
 - c. Budget (Financial Statements)**
 - d. School Readiness**
 - e. Family Engagement**
 - f. Monitoring Review Report**
- 5. New Business**
 - a. Election of Officer (Secretary)**
 - b. Election of New Members**
 - c. ERSEA Policies – Approval required**

Chair

<hr/>	<hr/>	<hr/>
Approval	Disapproval	Other Action

Vice Chair

<hr/>	<hr/>	<hr/>
Approval	Disapproval	Other Action

Secretary

<hr/>	<hr/>	<hr/>
Approval	Disapproval	Other Action

- 6. Adjournment**
Next Meeting Date: November 20, 2019



City of Albuquerque Early Head Start Caseload/Enrollment Report 9/30/19

Enrollment

Total Funded Enrollment:	128
Total Actual Enrollment:	121
Children Withdrawn & Dropped (last 30 days):	5
Total Reportable Enrollment (actual + withdrawn/dropped):	126
Total Deficit:	2

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	23	102	125
Deficiency:	1	2	3

Home Based Detail

Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days	Total	Deficit
Valarie	12	9	10	2	12/29, 3/20	0	12	0
Debbie	12	9	10	1	2/29/2020	1	12	0
Total	24		20	3		1	23	0

Center Detail

Ctr Detail	Servable Capacity	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	7	1	8	1	0
MacArthur	16	15	1	16	1	0
PlazaFeliz	16	16	0	16	0	0
SOW	16	14	1	15	0	1
Trumbull	24	23	0	23	1	1
W. Trall	16	16	0	16	0	0
Singing Arrow	8	7	1	8	0	0
Total	104	98	4	102	0	2

City Of Albuquerque EHS

2371 - CACFP Reimbursement Summary

Program Term: EHS 2019 - 2020, Program Option: Standard Full Day

Attendance Date: 9/1/2019 - 9/30/2019

City Of Albuquerque EHS

	Operating Days	CACFP Free	CACFP Reduced	CACFP Paid	Breakfast	AM Snack	Lunch	PM Snack	Supper
EHS 2019 - 2020									
Douglas MacArthur									
Infant	19	8	0	0	59	0	59	54	0
Toddler	19	8	0	0	121	0	121	114	0
Douglas MacArthur	38	16	0	0	180	0	180	168	0
La Mesa									
Toddler	19	9	0	0	96	0	96	93	0
La Mesa	19	9	0	0	96	0	96	93	0
Plaza Feliz									
Toddler	19	9	0	0	101	0	100	73	0
Twos	19	10	0	0	117	0	116	92	0
Plaza Feliz	38	18	0	0	218	0	216	165	0
School On Wheels									
Infant	19	7	0	0	83	0	84	57	0
Toddler	19	9	0	0	125	0	124	84	0
School On Wheels	38	15	0	0	208	0	208	141	0
Singing Arrow									
Twos	19	9	0	0	123	0	121	121	0
Singing Arrow	19	9	0	0	123	0	121	121	0
Trumbull									
Infant	19	7	0	0	0	0	0	0	0
Toddler	19	8	0	0	114	0	115	98	0
Twos	19	8	0	0	138	0	138	109	0
Trumbull	57	23	0	0	252	0	253	207	0
Western Trall									
Infant	19	11	0	0	62	0	56	51	0
Toddler	19	9	0	0	130	0	128	121	0
Western Trall	38	18	0	0	192	0	184	172	0
City Of Albuquerque EHS	247	108	0	0	1,269	0	1,258	1,067	0
Report Totals	247	108	0	0	1,269	0	1,258	1,067	0

City Of Albuquerque EHS

4140 - Home Visits

Program Term: EHS 2019 - 2020, Program Option: Home-Based

Randolph		Sched Date	Actual Date	Description	Status	Case Worker	Time
----------	--	------------	-------------	-------------	--------	-------------	------

◇ **Chavez/Gonzales**

09/12/19		Home-based Home Visit		Associated with: Family			
09/05/19	Past Due	Home Visit			Martinez, Debbie	1h 30m	
09/12/19	Past Due	Home Visit			Martinez, Debbie	1h 30m	
09/19/19	Past Due	Home Visit			Martinez, Debbie	1h 30m	
09/26/19	Past Due	Home Visit			Martinez, Debbie	1h 30m	
Total: 4						6 h 0m	

◇ **Flores/Flores Jr./Vigil**

09/16/19		Home-based Home Visit		Associated with: Family			
09/19/19	Past Due	Home Visit 1			Martinez, Debbie	1h 30m	
09/26/19	Past Due	Home Visit 2			Martinez, Debbie	1h 30m	
Total: 2						3 h 0m	

◇ **Nwaoha/Okoro**

09/05/19		Home-based Home Visit		Associated with: Family			
09/05/19	Past Due	Home Visit			Martinez, Debbie	1h 30m	
09/12/19	Past Due	Home Visit			Martinez, Debbie	1h 30m	
09/19/19	Past Due	Home Visit			Martinez, Debbie	1h 30m	
09/26/19	Past Due	Home Visit			Martinez, Debbie	1h 30m	
Total: 4						6 h 0m	

◇ **Price**

08/30/19		Home-based Home Visit		HV Cancelled by Client		Associated with: Family	
09/11/19	Past Due	Home Visit			Martinez, Debbie	1h 30m	
09/18/19	Past Due	Home Visit			Martinez, Debbie	1h 30m	
09/25/19	Past Due	Home Visit			Martinez, Debbie	1h 30m	
Total: 3						4 h 30m	

◇ **Schaffer**

09/11/19		Home-based Home Visit		Associated with: Family			
09/04/19	Cancelled	Home Visit 2		Staff Cancelled	Martinez, Debbie	1h 30m	
09/11/19	Past Due	Home Visit 3			Martinez, Debbie	1h 30m	
09/18/19	Past Due	Home Visit 4			Martinez, Debbie	1h 30m	
09/25/19	Past Due	Home Visit 5			Martinez, Debbie	1h 30m	
Total: 4						6 h 0m	

◇ **Tena/Vasquez/Vasquez-Tena**

09/18/19		Home-based Home Visit		Associated with: Family			
09/10/19	Past Due	Home Visit 1			Martinez, Debbie	1h 30m	
09/17/19	Past Due	Home Visit 2			Martinez, Debbie	1h 30m	
09/24/19	Past Due	Home Visit 3			Martinez, Debbie	1h 30m	
Total: 3						4 h 30m	

09/18/19		Need Identified		Health Insurance for the Family		Associated with: Family	
09/18/19	Past Due			Ongoing	Martinez, Debbie	0h 15m	
Total: 1						0 h 15m	

City Of Albuquerque EHS
4140 - Home Visits
Program Term: EHS 2019 - 2020, Program Option: Home-Based

Summary: Randolph

Total Families: 6 Total Actions: 21

30 h 15m

Summary: City Of Albuquerque EHS

Total Families: 6 Total Actions: 21

30 h 15m

City Of Albuquerque EHS

2301 - Average Daily Attendance

Program Term: EHS 2019 - 2020, Program Option: Standard Full Day, Attendance Date: 9/1/2019 - 9/30/2019

City Of Albuquerque EHS

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment	
	Present ⁴	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³
Douglas MacArthur	211	81	0	19.00 (avg)	11.11	16	69.41%	15.37	72.26%
La Mesa	96	27	0	19.00 (avg)	5.05	8	63.16%	6.47	78.05%
Plaza Feliz	221	72	2	19.00 (avg)	11.63	16	72.70%	15.42	75.43%
School On Wheels	209	43	0	19.00 (avg)	11.00	16	68.75%	13.26	82.94%
Singing Arrow	123	17	0	19.00 (avg)	6.47	8	80.92%	7.37	87.86%
Trumbull	322	90	0	19.00 (avg)	16.94	24	70.61%	21.68	78.16%
Western Trail	226	70	0	19.00 (avg)	11.89	16	74.34%	15.58	76.35%
City Of Albuquerque EHS	1,408	400	2	19.00 (avg)	74.09	104	71.26%	95.15	77.88%
Report Totals	1,408	400	2	19.00 (avg)	74.09	104	71.26%	95.15	77.88%

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U)
7. Statuses counted as Neither: No Class (-), Not Scheduled (N)

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
Report: Absence Reasons (Grid)							
Site: Douglas MacArthur							
Classroom: Infant							
<Blank>	0	0%					
Contagious Illness	2	4%					
Health Reasons	3	6%					
Other	11	22%	50	19	140	35.71%	64.29%
Parent Choice	15	30%					
Religious/Cultural	1	2%					
Unknown	18	36%					
Subtotals for Classroom: Infant							
Total Number of Reasons:	7						
Total Absences:	50						
Classroom: Toddler							
<Blank>	0	0%					
Contagious Illness	1	3.23%					
Health Reasons	9	29.03%	31	19	152	20.39%	79.61%
Other	2	6.45%					
Parent Choice	19	61.29%					
Subtotals for Classroom: Toddler							
Total Number of Reasons:	5						
Total Absences:	31						
Subtotals for Site: Douglas MacArthur							
Total Number of Reasons:	7						
Total Absences:	81						
Site: La Mesa							
Classroom: Toddler							
<Blank>	4	14.81%					
Funeral	6	22.22%					
Health Reasons	3	11.11%	27	19	153	21.95%	78.05%
No Transportation	4	14.81%					
Other	1	3.7%					
Parent Choice	9	33.33%					
Subtotals for Classroom: Toddler							
Total Number of Reasons:	6						
Total Absences:	27						

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
Subtotals for Site: La Mesa							
Total Number of Reasons:	6						
Total Absences:	27						
Site: Plaza Feliz							
Classroom: Toddler							
<Blank>	2	4.08%					
Contagious Illness	1	2.04%					
Family Obligation	4	8.16%					
Funeral	3	6.12%					
Health Reasons	10	20.41%					
No Transportation	2	4.08%	49	19	152	32.24%	67.76%
Other	11	22.45%					
Parent Choice	3	6.12%					
Religious/Cultural	1	2.04%					
Unknown	10	20.41%					
Vacation	2	4.08%					
Subtotals for Classroom: Toddler							
Total Number of Reasons:	11						
Total Absences:	49						

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
Classroom: Twos							
<Blank>	2	8.7%					
Family Obligation	2	8.7%					
Health Reasons	8	34.78%					
Other	1	4.35%	23	19	143	16.31%	83.69%
Parent Choice	7	30.43%					
Unknown	1	4.35%					
Vacation	2	8.7%					
Subtotals for Classroom: Twos							
Total Number of Reasons:	7						
Total Absences:	23						

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
Subtotals for Site: Plaza Feliz							
Total Number of Reasons:	11						
Total Absences:	72						
Site: School On Wheels							
Classroom: Infant							
<Blank>	0	0%	16	19	100	16%	84%
Developmental Service Appointment	1	6.25%					
Health Reasons	10	62.5%					

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
Parent Choice	4	25%	16	19	100	16%	84%
Vacation	1	6.25%					
Subtotals for Classroom: Infant							
Total Number of Reasons:	5						
Total Absences:	16						
Classroom: Toddler							
<Blank>	11	40.74%					
Health Reasons	5	18.52%	27	19	152	17.76%	82.24%
Parent Choice	11	40.74%					
Subtotals for Classroom: Toddler							
Total Number of Reasons:	3						
Total Absences:	27						
Subtotals for Site: School On Wheels							
Total Number of Reasons:	5						
Total Absences:	43						
Site: Singing Arrow							
Classroom: Twos							
<Blank>	0	0%					
Contagious Illness	1	5.88%					
Health Reasons	3	17.65%					
No Transportation	1	5.88%	17	19	140	12.14%	87.86%
Parent Choice	4	23.53%					
Unknown	7	41.18%					
Vacation	1	5.88%					
Subtotals for Classroom: Twos							
Total Number of Reasons:	7						
Total Absences:	17						
Subtotals for Site: Singing Arrow							
Total Number of Reasons:	7						
Total Absences:	17						
Site: Trumbull							
Classroom: Infant							
<Blank>	1	2.56%					
Health Reasons	13	33.33%					
Hospitalization	1	2.56%	39	19	108	36.11%	63.89%
No Transportation	4	10.26%					
Other	1	2.56%					
Parent Choice	8	20.51%					

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
Unknown	11	28.21%	39	19	108	36.11%	63.89%
Subtotals for Classroom: Infant							
Total Number of Reasons:	7						
Total Absences:	39						
Classroom: Toddler							
<Blank>	0	0%					
Health Reasons	5	13.51%					
Other	9	24.32%	37	19	152	24.34%	75.66%
Parent Choice	1	2.7%					
Unknown	22	59.46%					
Subtotals for Classroom: Toddler							
Total Number of Reasons:	5						
Total Absences:	37						
Classroom: Twos							
<Blank>	0	0%					
Health Reasons	3	21.43%					
Other	2	14.29%	14	19	152	9.21%	90.79%
Parent Choice	4	28.57%					
Unknown	5	35.71%					
Subtotals for Classroom: Twos							
Total Number of Reasons:	5						
Total Absences:	14						
Subtotals for Site: Trumbull							
Total Number of Reasons:	7						
Total Absences:	90						
Site: Western Trail							
Classroom: Infant							
<Blank>	2	4%					
Contagious Illness	12	24%					
Health Reasons	18	36%	50	19	145	34.48%	65.52%
Other	4	8%					
Parent Choice	12	24%					
Unknown	2	4%					
Subtotals for Classroom: Infant							
Total Number of Reasons:	6						
Total Absences:	50						
Classroom: Toddler							
<Blank>	0	0%	20	19	151	13.25%	86.75%

Reason	Total Per Reason	% Of Each Reason Per Class	# Of Absences Per Class	Days Open (In Range)	Total Possible Presents	Total Absence Percentage	Total Present Percentage
Contagious Illness	4	20%					
Health Reasons	2	10%	20	19	151	13.25%	86.75%
Parent Choice	14	70%					
Subtotals for Classroom: Toddler							
Total Number of Reasons:	4						
Total Absences:	20						
Subtotals for Site: Western Trail							
Total Number of Reasons:	6						
Total Absences:	70						
Report Totals							
Total Number of Reasons:	13						
Total Absences:	400						

FAMILY AND COMMUNITY SERVICES DEPARTMENT
 EARLY HEADSTART PROGRAM - FY2010 FEDERAL (1515450)
 GRANT EXPENDITURES

ACCOUNT	ACCOUNT DESCRIPTION	FISCAL YEAR												YTD	REMAINING		%
		APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	FY10	FY11		AMOUNT	PERCENT	
50010	REGULAR WAGES	1,090,027.00	78,122.83	21,181.81	80,724.43	78,002.22	16,743.75	838,804.28	178,208.43	21,055.7	17,473.28	79,531.72	20,015.28	20,000.00	1,717,817.00	Personal	
50011	WAGES	-	2,322.81	2,188.21	14,569.75	5,653.84	1,438.00	47,567.57	79,531.72	11,055.7	10,473.28	20,154.65	5,000.00	5,000.00	603,547.00	Fringe Benefits	
50012	VACATION	-	5,823.61	3,963.36	2,710.51	17,248.44	50,830.95	20,154.65	1,131.31	20,015.28	2,833.61	20,015.28	2,833.61	2,833.61	10,000.00	Traavel	
50013	OTHER PAID ABSENCES	-	3,272.55	3,067.23	4,067.86	3,253.22	8,177.08	8,177.08	8,177.08	8,177.08	8,177.08	8,177.08	8,177.08	8,177.08	25,000.00	Equipment	
50014	SICK AND EMERGENCY	-	3,715.65	3,007.15	3,253.22	1,591.33	1,591.33	4,667.57	4,667.57	4,667.57	4,667.57	4,667.57	4,667.57	4,667.57	37,368.00	Supplies	
50015	BI-LINGUAL PAY	-	20.44	19.78	305.61	-	-	-	-	-	-	-	-	-	57,368.00	Contractual	
50016	OVERTIME	62,820.00	33.31	184.90	305.61	-	-	-	-	-	-	-	-	-	17,906.00	Other	
51400	PERA	-	45,143.89	88,724.43	78,002.22	16,743.75	838,804.28	178,208.43	21,055.7	17,473.28	79,531.72	20,015.28	20,000.00	1,862,446.00			
51400	FICA	-	226,976.00	16,900.09	14,569.75	5,653.84	1,438.00	47,567.57	79,531.72	11,055.7	10,473.28	20,154.65	5,000.00	5,000.00			
51500	OTHER EMPLOYEE BENEFITS	-	97,006.00	6,262.47	5,356.97	5,653.84	-	-	-	-	-	-	-	-			
51501	OVER TIME/OT/EMERITUS	-	252,176.00	17,965.93	15,418.58	17,248.44	50,830.95	20,154.65	1,131.31	20,015.28	2,833.61	20,015.28	2,833.61	2,833.61			
51502	UNEMPLOYMENT INSURANCE	-	2,821.00	2,821.00	777.08	777.08	777.08	777.08	777.08	777.08	777.08	777.08	777.08	777.08			
51503	HEALTH CARE	-	22,599.99	1,670.16	1,438.00	1,591.33	-	-	-	-	-	-	-	-			
51999	FRINGE RECOVERY, P.C.	-	1,670.16	1,438.00	1,591.33	-	-	-	-	-	-	-	-	-			
	51 TOTAL FRINGE	606,347.00	43,844.76	37,677.94	41,811.75	41,811.75	-	-	-	-	-	-	-	-	123,834.45		
52100	OTHER SERVICES	-	0.00	500.00	-	-	-	6,000.00	-	-	-	-	-	-	6,000.00		
52100	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
52101	REPAIRS & MAINTENANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
52154	TELECOM SVC AND EQUIP	-	54.86	54.86	4,063.82	-	-	-	-	-	-	-	-	-	-		
52200	SUPPLIES	37,368.00	-	-	-	-	-	-	-	-	-	-	-	-	-		
52202	SUPPLIES FOOD	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
52204	SUPPLIES PAPER/STATIONERY	25,000.00	1,739.23	551.00	-	-	-	-	-	-	-	-	-	-	-		
52260	POSTAGE	-	0.55	-	-	-	-	-	-	-	-	-	-	-	-		
52210	TRAVEL (LOCAL/IN STATE)	-	194.06	287.42	261.92	-	-	-	-	-	-	-	-	-	-		
52300	TRAINING - GENERAL	-	1,110.00	-	-	-	-	-	-	-	-	-	-	-	-		
52340	REPAIRS/MAINT	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
52360	CONTRACTUAL SERVICES	33,000.00	50.00	11,322.50	724.19	-	-	-	-	-	-	-	-	-	-		
52750	SVC RENTALS AND LEASES	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
53100	BUILDING AND OTHER STRUCTURES	163,348.00	3,133.70	13,815.72	5,669.93	-	-	-	-	-	-	-	-	-	-		
53300	MACH/Equip OTHER THAN AUTO	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
53350	MACH/Equip OTHER THAN AUTO	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	53 TOTAL CAPITAL OUTLAY	-	29.40	-	-	-	-	-	-	-	-	-	-	-	29.40		
59401	VEHICLE MAINTENANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
59401	VEHICLE MAINTENANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	59 TOTAL OTHER SERVICE CHARGES	-	29.40	-	-	-	-	-	-	-	-	-	-	-	29.40		
59710	RENT/LEASES	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	59 INTERFUND TRANSFERS Total	1,873,542.06	132,242.91	120,428.11	124,841.90	-	-	-	-	-	-	-	-	-	373,513.92		
	GRAND TOTAL	1,873,542.06	132,242.91	120,428.11	124,841.90	-	-	-	-	-	-	-	-	-	373,513.92		
		1,873,542.00	29.25%		29.25%										29.25%	Current %	
		44,999.00	5%		5%										5%	Should Be	
																Under Spend	
																Position reservation \$ 80,376.18	

FAMILY AND COMMUNITY SERVICES DEPARTMENT
 EARLY HEADSTART PROGRAM - FY2020 FEDERAL T & TA (3163451)
 GRANT EXPENDITURES

ACCOUNT DESCRIPTION	APPROP	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	YTD	REMAINING	%
							EXPENSES	EXPENDED	
52100 PRINTING & DUPLICATION	5,000.00						-	5,000.00	0.00%
52200 BUSINESS SUPPLIES		118.94	564.66				673.60	(673.60)	#DIV/0!
52202 SUPPLIES FOOD							-	-	#DIV/0!
52204 SUPPLIES PARENT SERVICES							-	-	#DIV/0!
52204 POSTAGE							-	-	#DIV/0!
52250 TRAVEL-EXPENSE	10,000.00		1,342.67				1,342.67	8,657.33	13.43%
522510 TRAVEL (LOCAL/IN STATE)							-	-	#DIV/0!
52300 TRAINING	4,906.00		175.00				175.00	4,731.00	3.57%
523400 DUES/MEMBERSHIPS							-	-	#DIV/0!
523900 REPAIRS/MAINT							-	-	#DIV/0!
523900 REPAIRS/MAINT							-	-	#DIV/0!
527900 CONTRACTUAL SERVICES	25,000.00						-	25,000.00	0.00%
593110 IDOH OUT - FUND 110							-	-	#DIV/0!
52 TOTAL OPERATING EXPENDITURES	44,906.00	118.94	2,072.33				2,191.27	42,714.73	4.89%
GRAND TOTAL	44,906.00	118.94	2,072.33				2,191.27	42,714.73	4.89%

No expenditures in September

Current % 4.8%
 Should Be 25%
 Under spent 20%
 Possible reversion \$ 9,035.23

FAMILY AND COMMUNITY SERVICES DEPARTMENT
 EARLY HEADSTART PROGRAM - FY2020 FEDERAL (3163452)
 MATCH EXPENDITURES

ACCOUNT DESCRIPTION	APPROX	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUG	YTD	REMAINING	
500101 REGULAR WAGES	201,969.00	13,469.63	13,356.96	12,194.05	-	-	-	-	-	-	-	-	-	-	-	203.28	(203.28)	23.38%
500110 LONGEVITY WAGES	-	475.11	489.94	443.29	-	-	-	-	-	-	-	-	-	-	-	95.02	162,946.16	19.32%
500115 VACATION	-	400.46	213.84	1,676.66	-	-	-	-	-	-	-	-	-	-	-	2,490.96	(1,408.34)	#DIV/0!
500120 OTHER PAID ABSENCES	-	743.07	26.05	887.20	-	-	-	-	-	-	-	-	-	-	-	1,656.32	(2,490.96)	#DIV/0!
500125 SICK AND EMERGENCY	-	627.27	275.61	1,535.49	-	-	-	-	-	-	-	-	-	-	-	2,438.37	(2,438.37)	#DIV/0!
500130 INJURY TIME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
500201 TEMPORARY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
500201 OVERTIME	-	-	173.97	29.31	-	-	-	-	-	-	-	-	-	-	-	203.28	(203.28)	#DIV/0!
50 TOTAL WAGES	201,969.00	15,175.74	14,539.37	16,666.00	-	-	-	-	-	-	-	-	-	-	-	47,220.11	154,748.89	23.38%
514400 PICA	40,355.00	3,176.32	2,933.99	3,422.11	-	-	-	-	-	-	-	-	-	-	-	9,532.42	30,822.58	23.62%
514800 OTHER EMPLOYEE BENEFITS	15,450.00	1,146.24	1,054.61	1,238.54	-	-	-	-	-	-	-	-	-	-	-	3,439.39	12,010.61	22.26%
515600 OEB UNEMPLOYMENT/BUS	40,769.00	2,713.14	2,744.24	2,791.65	-	-	-	-	-	-	-	-	-	-	-	8,249.03	32,519.97	20.23%
515602 OEB BASIC LIFE	575.00	42.40	35.83	42.33	-	-	-	-	-	-	-	-	-	-	-	120.66	454.34	20.98%
515700 FR-BE-RETIRE-HEALTH CARE	4,039.00	157.67	144.51	169.02	-	-	-	-	-	-	-	-	-	-	-	471.20	(471.20)	#DIV/0!
51 TOTAL FRINGE	101,188.00	7,550.18	7,200.80	9,602.18	-	-	-	-	-	-	-	-	-	-	-	940.46	78,434.84	23.28%
521000 OTHER SERVICES	59,634.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	22,753.16	56,834.00	22.49%
521510 UTILITIES ELECTRIC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
521900 US WEST SUMMARY LINE COSTS	98,326.00	-	1,013.27	693.05	-	-	-	-	-	-	-	-	-	-	-	1,706.32	96,619.68	1.74%
522000 SUPPLIES	-	286.45	222.56	1,051.52	-	-	-	-	-	-	-	-	-	-	-	4,911.01	(4,624.56)	#DIV/0!
522003 SUPPLIES FOOD	-	1,966.88	1,304.95	73.43	-	-	-	-	-	-	-	-	-	-	-	3,897.26	(1,966.88)	#DIV/0!
522004 SUPPLIES PAPER SERVICES	-	26.35	73.43	371.65	-	-	-	-	-	-	-	-	-	-	-	99.78	(99.78)	#DIV/0!
522006 POSTAGE	5,000.00	46.72	(31.12)	-	-	-	-	-	-	-	-	-	-	-	-	389.25	4,610.75	7.79%
522310 TRAVEL (LOCAL/IN STATE) (522300)	-	-	(31.12)	371.65	-	-	-	-	-	-	-	-	-	-	-	340.53	(340.53)	#DIV/0!
523000 TRAINING	-	132.00	140.00	-	-	-	-	-	-	-	-	-	-	-	-	272.00	(272.00)	#DIV/0!
523400 DUES/MEMBERSHIPS	-	-	140.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
523900 REPAIRS/MAINT	-	-	140.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
527500 CONTRACTUAL SERVICES	15,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
52 TOTAL OPERATING EXPENDITURES	176,960.00	2,442.50	2,855.09	2,216.22	-	-	-	-	-	-	-	-	-	-	-	7,281.11	169,678.19	4.11%
531000 BUILDING AND OTHER STRUCTURES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
533000 MACH/EQUIP OTHER THAN AUTO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
533500 MACH/EQUIP OTHER THAN AUTO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
53 TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
594003 VEHICLE MAINT/MAINTENANCE	-	239.20	1,312.65	7,436.17	-	-	-	-	-	-	-	-	-	-	-	1,551.85	(1,551.85)	#DIV/0!
594004 VEHICLE MAINT/MAINTENANCE	-	239.20	1,312.65	7,436.17	-	-	-	-	-	-	-	-	-	-	-	1,551.85	(1,551.85)	#DIV/0!
594005 VEHICLE MAINT/MAINTENANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
59 TOTAL INTERNAL SERVICE CHARGES	-	239.20	1,312.65	7,436.17	-	-	-	-	-	-	-	-	-	-	-	1,551.85	(1,551.85)	#DIV/0!
591265 TRANSFERS OUT - FUND 265	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,436.17	(7,436.17)	#DIV/0!
593110 INDIRECT COSTS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
59 INTERFUND TRANSACTIONS TOTAL	480,117.00	25,947.62	25,906.91	34,528.57	-	-	-	-	-	-	-	-	-	-	-	78,406.53	401,310.07	16.41%
GRAND TOTAL	480,117.00	25,947.62	25,906.91	34,528.57	-	-	-	-	-	-	-	-	-	-	-	78,406.53	401,310.07	16.41%

Rent
 Volunteers
 Parent services
 Other

Current % 16.41%
 Should Be 25.00%
 Under spent 8.59%
 Possible reversion \$ 41,222.32



ACTIVE SUPERVISION AT-A-GLANCE

SIX STRATEGIES TO KEEP CHILDREN SAFE

The following strategies allow children to explore their environments safely. Infants, toddlers, and preschoolers must be directly supervised at all times. Programs that use active supervision take advantage of all available learning opportunities and never leave children unattended.

Set Up the Environment

Staff set up the environment so that they can supervise children and be accessible at all times. When activities are grouped together and furniture is at waist height or shorter, adults are always able to see and hear children. Small spaces are kept clutter free and big spaces are set up so that children have clear play spaces that staff can observe.

Position Staff

Staff carefully plan where they will position themselves in the environment to prevent children from harm. They place themselves so that they can see and hear all of the children in their care. They make sure there are always clear paths to where children are playing, sleeping, and eating so they can react quickly when necessary. Staff stay close to children who may need additional support. Their location helps them provide support, if necessary.

Scan and Count

Staff are always able to account for the children in their care. They continually scan the entire environment to know where everyone is and what they are doing. They count the children frequently. This is especially important during transitions, when children are moving from one location to another.

Listen

Specific sounds or the absence of them may signify reason for concern. Staff who are listening closely to children immediately identify signs of potential danger. Programs that think systemically implement additional strategies to safeguard children. For example, bells added to doors help alert staff when a child leaves or enters the room.

Anticipate Children's Behavior

Staff use what they know about each child's individual interests and skills to predict what he/she will do. They create challenges that children are ready for and support them in succeeding. But they also recognize when children might wander, get upset, or take a dangerous risk. Information from the daily health check (e.g., illness, allergies, lack of sleep or food, etc.) informs staff's observations and helps them anticipate children's behavior. Staff who know what to expect are better able to protect children from harm.

Engage and Redirect

Staff use what they know about each child's individual needs and development to offer support. Staff wait until children are unable to solve problems on their own to get involved. They may offer different levels of assistance or redirection depending on each individual child's needs.

<http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/safety-injury-prevention/safe-healthy-environments/active-supervision.html>





Supervision of Children

In order to sustain a safe environment for children, the *Child Care Licensing Regulation* requires care providers to ensure that children are supervised at all times. We are frequently asked to provide more detail on this subject, specifically, “What exactly constitutes adequate supervision?” We have reviewed several sources of literature and find that the outcome based approach referred to in articles by Sonja Tansey for the National Childcare Accreditation Council fit best with the way that we practice licensing in Northern Health. We have taken some key ideas from this article.

Supervision is the most important element in the safe provision of child care. Supervision, together with thoughtful design and arrangement of children’s environments, can prevent or reduce the likelihood of accidents and the severity of injury to children. Children often challenge their own abilities but are not always able to recognize the potential risks involved. Child care providers need to actively supervise children to identify risks and therefore minimize injury.

Active supervision will also ensure that children’s play is enjoyable and their learning opportunities are promoted. By watching children closely, child care providers will be able to see opportunities for supporting and building on children’s play experiences. Child care providers will also notice when children wish to play independently of adult involvement.

Determining the required level of direct versus indirect supervision is a decision that only the child care provider can make. Effective supervision will only be achieved if care providers are aware of the children and their environment. Child care providers need to assess the needs of every child and supervise according to the development of each child. For example, young children will require close monitoring at all times; however, for older children it is important to balance the need for close supervision with respect for their age developing independence.

Thoughtful consideration and good communication with families and among all staff is important to establish consistent and appropriate supervision. Families should be invited to express their views about their children’s supervision. Policies and procedures should be developed and reviewed regularly. For more information, the complete version of Sonja Tansey’s article can be found at http://www.ncac.gov.au/factsheets/oshcqa_factsheet2.pdf



northern health
the northern way of caring

www.northernhealth.ca

To understand how this approach will work for you, consider the following tool.

Active Supervision Implementation Plan		
Key Strategy	Current Practice	Action Steps
Set up the environment		
Position staff		
Scan and count		
Listen		
Anticipate children's behavior		
Engage and redirect		

City of Albuquerque Early Head Start

Action Plan – Area of Non-Compliance

Non Compliance 1302.90 (c)(1)(v)				
1302.90 Personnel policies: (c) Standards of Conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that : (v) Ensure no child is left unsupervised by staff, consultants, contractors, or volunteers while under their care.				
Improvement Activity	Lead Person	Timeline	Evidence	Completion Date
Create action Plan	Shana	October 1, 2019		10/1/19
Update Child Health and Safety Policy	Shana	Draft 9/27/19 Final Draft 10/13/19 Policy Council Approval 10/18/19	Approved Child Health and Safety Policy	11/1/19
Update Child Abuse, Neglect, and Reporting Policy	Claire	Draft 9/27/19 Final Draft 10/13/19 Policy Council Approval 10/18/19	Approved Child Abuse, Neglect, and Reporting Policy	1/8/20
Create multi-level classroom monitoring checklists and ongoing monitoring tracking	Claire/Shana	10/16/19	Classroom monitoring checklist for head teachers Administrator monitoring checklist for management	10/16/19
Conduct ongoing training	Shana/Robi	9/20/19	Tracking frequency SOP Training agendas	1/8/20

			10/10/19 10/11/19 11/5/19 12/23/19 12/27/19 12/30/19		Sign-in sheets	
Conduct routine classroom monitoring	Claire/Shana/Robi	Ongoing		Tracking spreadsheet		1/8/20
Update orientation training	Claire/Shana/Robi	10/13/19		Monitoring checklists		10/13/19
Implement dry erase boards in classrooms	Robi/ Classroom staff	10/13/19		Orientation training overview and related materials to include Child Health and Safety policies and procedures		10/13/19
Implement name-to-face cards in classrooms	Robi/ Classroom staff	10/30/19		Dry erase boards easily located and utilized in all classrooms		10/13/19
One-page health and safety overview	Shana	10/25/19		Name to face cards easily located and utilized in all classrooms		10/25/19
Update agendas to include child health and safety as standing item of discussion	Shana	9/25/19		Policy Council agendas/meeting minutes		1/8/20
				Weekly EHS meetings agendas/meeting minutes		
				Governing Advisory Council agendas		

City of Albuquerque Early Head Start

Action Plan – Area of Non-Compliance

Non Compliance 1302.102 (d)(1)(ii)				
1302.102 Achieving program goals. (d) Reporting. (1) A program must submit: (ii) Reports as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law.				
Improvement Activity	Lead Person	Timeline	Evidence	
Completion Date				
Create action plan	Shana	10/1/19	Action Plan	10/1/19
Update Child Health and Safety Policy	Shana	Draft 9/27/19 Final Draft 10/13/19 Policy Council Approval 10/18/19	Approved Child Health and Safety Policy	11/1/19
Update Child Abuse, Neglect, and Reporting Policy	Claire	Draft 9/27/19 Final Draft 10/13/19 Policy Council Approval 10/18/19	Approved Child Abuse, Neglect, and Reporting Policy	11/1/19
Develop reporting flow chart	Shana	Draft 10/13/19 Final 11/1/19	Flow Chart	11/1/19
Ongoing Training	Shana/Robi	9/20/19 10/10/19 10/11/19 11/5/19	Training Agendas Sign-in Sheets	1/8/20

			12/23/19 12/27/19 12/30/19			
Update orientation Training	Claire/Shana/Robi	10/13/19	Orientation training overview and related materials to include Child Abuse and Neglect reporting policies and procedures	10/13/19		
Report all child health and safety incidents on quarterly Governing Council reports	Shana	Ongoing	Quarterly Reports	10/31/19		


**City of Albuquerque / Early Head Start
Program Operations**

Policy Number:


Effective Date: 08/02/2017

Page 1 of 8

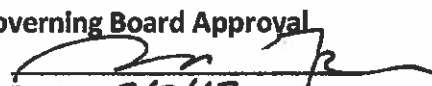
Agency Approval


Date: 09/09/2017
Reviewed: 07/24/2017

Policy Council Approval


Date: 8/2/17
Revised: 07/27/2017

Governing Board Approval


Date: 9/7/17

45 CFR Chapter XIII

Component: Program Operations
Subpart A – Eligibility, Recruitment, Selection, Enrollment, and Attendance
HSPPS 1302.10 – 1302.18

Subject: Eligibility, Recruitment, Selection, Enrollment, and Attendance

I. Service and Enrollment Area: (1302.11)

1. The City of Albuquerque (COA) Early Head Start (EHS) service area is Bernalillo County, Albuquerque, New Mexico. The funded enrollment is 204 slots. A family must reside within the service area to be considered eligible for enrollment.
2. Community Assessment will be reviewed and updated annually to ensure the program meets community needs and builds on strengths and resources.

II. Eligibility: (1302.12)

1. The COA EHS program serves families where the mother is either pregnant or there are children between the ages 0-3. Families must complete an Intake Application and provide income data and proof of birth.

A pregnant woman or a child is eligible if:

- The family's income is equal to or below the poverty line; or,
 - 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,
 - The child is homeless, as defined in part 1305; or,
 - The child is in foster care.
2. Verification of income and proof of birth will be secured and documented at the time of the Intake Application:

All COA EHS applications are accompanied by one or more of the following items of verification for the relevant twelve (12) month period (Head Start Act 2007 Section 645):

- Individual Tax Form 1040
- W-2
- Pay Stubs
- Written Statements from Employers
- TANF Documentation
- Unemployment
- Foster Care Reimbursement
- SSI Documentation
- Documentation of No Income

3. The COA EHS is designed to serve low-income families. Only thirty-five (35) percent of the children served may be in between a hundred (100) and a hundred thirty (130) percent of the federal poverty level. If the family does not meet the income guidelines, the program may enroll a child who would benefit from services, provided that these participants only make up to 10 percent of the program's current enrollment.
4. If a child is determined eligible to participate in the COA EHS program, he or she will remain eligible until the child reaches his/her third birthday.
5. COA EHS will keep eligibility determination records for each participant for the current year and three (3) preceding years; including ongoing records of the eligibility training for staff. COA EHS may keep these records electronically.
 - a. Each eligibility determination record must include:
 1. Copies of any documents or statements, including declarations that are deemed necessary to verify eligibility.
 2. A statement that program staff has made reasonable efforts to verify information by:
 - Conducting either an in-person, or a telephone interview with the family.
 - Describing efforts made to verify eligibility and collecting documents required for third party verification that includes the family's written consent to contact each third party, the third parties' names, titles, and affiliations, and information from third parties regarding the family's eligibility.
6. COA EHS will take all necessary actions against staff who intentionally violate federal and program eligibility determination regulations and who knowingly enroll pregnant

women and children that are not eligible to receive COA EHS services. Any action taken will be in accordance to the City of Albuquerque Personnel Rules and Regulations.

III. Recruitment Process: (1302.13)

1. All COA EHS staff will be responsible for recruitment of eligible families.
2. Recruitment and enrollment efforts are on-going year round.
3. Recruitment efforts will actively inform all families within the service area of the availability of COA EHS services by advertising via media, Public Service Announcements, parents informing and recruiting other parents, updating information on re-entries, (expectant moms) during home visits by both teaching staff and home visitors, distributing flyers, posters, leaflets etc. through the service area, i.e. Albuquerque Public Schools, City Recreation sites, social services agencies serving families with children, health clinics, community events, etc. All flyers will reflect the language and ethnicity of the population served by the COA EHS.
4. In addition to the methods listed above, active recruitment of children with disabilities shall occur by partnering with Early Intervention agencies, health care providers, and other organizations serving children with special needs.

IV. Selection Process: (1302.14)

1. COA EHS families are placed on the waiting list according to need and program option desired. The COA EHS ERSEA committee will annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 *et seq.*) and, other relevant family or child risk factors.
 - a. A minimum of ten (10) percent of funded enrollment slots will be filled by children with a diagnosed disability. In addition to the methods listed above, active recruitment of children with disabilities will occur through (but not limited to): contact with agencies serving children with disabilities and arrangements made where feasible for coordination and shared services if it is within the best interest of the child.
 - b. The Disabilities Coordinator along with the Early Head Start Education Specialist will determine placement of children with disabilities into COA EHS.

- c. The COA EHS will develop at the beginning of each enrollment year and maintain during the year a waiting list that prioritizes children according to the program's selection criteria.

V. Enrollment and Re-enrollment: (1302.15)

1. COA EHS will maintain its funded enrollment level and fill any vacancy as soon as possible and will fill any vacancy within thirty (30) days.
2. COA EHS serves homeless children or children in foster care, and will make efforts to maintain the child's enrollment regardless of whether the family or child moves to a different service area, or transition the child to a program in a different service area, as required in §1302.72(a), according to the family's needs.
3. If COA EHS determines from the community assessment that there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs. No more than three percent 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 and then must be filled within thirty (30) days.
4. COA EHS will comply with state immunization enrollment and attendance requirements, with the exception of homeless children as described in §1302.16(c)(1).
5. Parent participation in the COA EHS activities is voluntary, including consent for data sharing. Although parent participation is voluntary and is not required as a condition of the child's enrollment, it is strongly encouraged in promotion of school readiness.
6. Intake Applications for COA EHS are taken on an on-going basis throughout the year and are valid for twelve (12) months.
7. An Intake Application will be completed for each child and staff will be trained on the Intake Application process. Where indicated, translators will be available during the time of intake. If a family is homebound, a home visit will be made to take the application. Families will receive assistance to obtain the needed documentation required for application and enrollment, as needed.
8. The Intake Coordinator will review and ensure that all the information on the application is accurate and complete. All applications are entered into the COA EHS data management system by the Intake Coordinator. After a child is determined to be eligible, the Intake Coordinator will sign the completed Eligibility Verification Form indicating that they have examined the family income documentation and verify that the child is eligible to participate in the program. All pertinent documentation is

attached to the Eligibility Verification Form and submitted to the Early Head Start Director for final approval.

9. Applications are forwarded to the Early Head Start Director for final review and approval. The Early Head Start Director's signature indicates that the application is complete and that the child's application has been approved for placement on the waiting list.
10. All children are placed on a waiting list according to selection criteria. The Intake Coordinator is responsible for placement of children according to established priorities and selection criteria for home based and center based options.
11. The Intake Coordinator and the Early Head Start Director will have the final responsibility for placement of approved children. All approved enrollments will be entered into the COA EHS data management system by the Intake Coordinator and maintained by the Data Manager.
12. Staff wishing to enroll their children and/or grandchildren in COA EHS must follow the established eligibility criteria for participation in the program. Due to potential conflict of interest, children enrolled in the program who may be related to staff cannot receive services from that staff member.
13. A child will be officially enrolled in the program only after the application has been completed, the applicant has been determined eligible, and it is determined through the eligibility process that they have the highest selection criteria to fill the vacant slot. An applicant may be enrolled when a parent has been contacted and informed that Early Head Start services are available to that child. An Initial Health Screening will be scheduled within 45 days of enrollment for the home based option. If a child is entering the center based option, the family has up to five (5) working days to begin in the center and must have the child's Initial Health Screening and current immunizations completed prior to the child's first day of attendance. On the fifth day after enrollment, if the family/child has not shown up to begin services the teaching staff will contact the Intake Coordinator and Education Specialist to follow up with the family. If the family still wishes to participate, a plan will be developed to continue enrollment or if not, the child will be dis-enrolled from the program.

VI. Attendance: (1302.16)

1. COA EHS will 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 teaching staff will attempt to contact the parent to ensure the child's well-being.

2. The COA EHS will promote attendance by:
 - a. Providing information about the benefits of regular attendance;
 - b. Supporting families to promote the child's regular attendance;
 - c. Conducting a home visit or making other direct contact with a child's parents if a child has multiple unexplained absences (such as two consecutive unexplained absences); and,
 - d. Using individual child attendance data on a monthly basis to identify children with patterns of absence that put them at risk of missing ten (10) percent of program days per year and developing appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management, as necessary.
3. If a child ceases to attend, the program will make appropriate efforts to reengage the family to resume attendance as described above. In cases where chronic absenteeism interferes with the child's ability to benefit from the program, the family receives written notice of intent to dis-enroll. The family then has two (2) weeks to respond. If the child's attendance does not resume, then the program will consider that slot vacant. This action is not considered expulsion as described in §1302.17.
4. The COA EHS teaching staff will enter attendance and reasons for absences into the data management system on a regular basis. An absence will be considered unexcused if the parent does not provide a reason for the absence. The attendance data will be analyzed on a monthly basis and if the monthly average daily attendance rate falls below 85 percent, the program will analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate. The program will use this data to make necessary changes in a timely manner as part of ongoing oversight and correction as described in §1302.102(b) and inform its continuous improvement efforts as described in §1302.102(c).
5. When COA EHS determines a child is eligible under §1302.12(c)(1)(iii) (Homeless Children), the child will be allowed to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. COA EHS staff will work with families to get children immunized as soon as possible in order to comply with state licensing requirements. If a child experiencing homelessness is unable to attend classes regularly because the family does not have transportation to and from the program facility, the COA EHS program will utilize community resources to address transportation challenges.

VII. Suspension and Expulsion: (1302.17)

1. The COA EHS will prohibit or severely limit the use of suspension due to a child's behavior. Such suspensions may only be temporary in nature.
2. A temporary suspension may be used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.
3. Before COA EHS determines whether a temporary suspension is necessary, the program will engage with a mental health consultant, collaborate with the parents, and utilize appropriate community resources – such as behavior coaches, psychologists, other appropriate specialists, or other resources – as needed, to determine no other reasonable option is appropriate.
4. If a temporary suspension is deemed necessary, COA EHS will help the child return to full participation in all program activities as quickly as possible while ensuring child safety by:
 - a. Continuing to engage with the parents and a mental health consultant, and continuing to utilize appropriate community resources;
 - b. Developing a written plan to document the action and supports needed;
 - c. Providing services that include home visits; and,
 - d. Determining whether a referral to a local agency responsible for implementing IDEA is appropriate.
5. COA EHS cannot expel or dis-enroll a child from Early Head Start because of a child's behavior.
6. When a child exhibits persistent and serious challenging behaviors, COA EHS will explore all possible steps and document all steps taken to address such issues, and facilitate the child's safe participation in the program. Such steps must include, at a minimum, engaging a mental health consultant, considering the appropriateness of providing appropriate services and supports under section 504 of the Rehabilitation Act to ensure that the child who satisfies the definition of disability in 29 U.S.C. §705(9)(b) of the Rehabilitation Act is not excluded from the program on the basis of disability, and consulting with the parents and the child's teacher, and:
 - a. If the child has an individualized family service plan (IFSP), COA EHS will consult with the agency responsible for the IFSP to ensure the child receives the needed support services; or,
 - b. If the child does not have an IFSP, COA EHS will collaborate, with parental consent, with the local agency responsible for implementing IDEA to determine the child's eligibility for services.
7. If, after COA EHS has explored all possible steps and documented all steps taken as described above, COA EHS, in consultation with the parents, the child's teacher, the

agency responsible for implementing IDEA (if applicable), and the mental health consultant, determines that the child's continued enrollment presents a continued serious safety threat to the child or other enrolled children and determines COA EHS is not the most appropriate placement for the child, COA EHS will work with such entities to directly facilitate the transition of the child to a more appropriate placement.

VIII. Fees: (1302.18)

1. COA EHS will never charge eligible families a fee to participate in Head Start, including special events such as field trips, and will not in any way condition an eligible child's enrollment or participation in the program upon the payment of a fee.
2. COA EHS can accept a fee from families of enrolled children for services that are in addition to services funded by Early Head Start, such as child care before or after funded Early Head Start hours. COA EHS will not condition an Early Head Start child's enrollment on the ability to pay a fee for additional hours.

Early Head Start Eligibility Selection Criteria

This section for staff use only

Pregnant Mom

Eligible Child

Name: _____ Date of Birth: _____

1. Parent(s) age:

≤16 years (3) _____

17-19 years (2) _____

2. Parent(s) Income (FPL = Federal Poverty Level):

TANF (5) _____

SSI (5) _____

50% or below FPL (3) _____

51% - 100% of FPL (2) _____

3. Parent(s) Environmental Criteria:

Experiencing Homelessness (5) _____

Violence in home (4) _____

Lack of necessities * (i.e. food, clothing, etc.) (3) _____

Substandard home * (3) _____

4. Parent(s) Medical Criteria:

Mental Health (5) _____

Drug / Substance abuse (4) _____

Known disability (4) _____

No access to medical care (3) _____

Chronic health problems (3) _____

5. Parent(s) Circumstantial Criteria:

Military family/Veterans (4) _____

High School/GED Student (4) _____

Unemployed (4) _____

Isolated/No social contact (3) _____

Less than High School Graduate Education (3) _____

Higher Education Student (3) _____

Single parent family (2) _____

First time parent (2) _____

No transportation (2) _____

Other barriers * (2) _____

Community Agency Referral* (2) _____

Parent Criteria Total _____

Early Head Start Eligibility Selection Criteria

This section for staff use only

6. Pregnancy Criteria:

- No Pre-Natal Care (4) _____
- High Risk Pregnancy (3) _____

Pregnancy Criteria Total _____

7. Child Criteria:

- In Foster Care** (5) _____
- Child Protective Services Referral (5) _____
- Established delay / IFSP (5) _____
- Established medical risk (e.g. premature/low birth weight) (5) _____
- Drug / substance exposure (5) _____
- No Health Insurance (4) _____
- Suspected delay (3) _____
- Nutritional risk (3) _____

Child Criteria Total _____

* Comments (please provide details re: items with an asterisk):

Staff Signature: _____ Date: _____ **Grand Criteria Total** _____

**City of Albuquerque / Early Head Start
Program Operations**

Policy Number: **Effective Date:** **Page 1 of 8**

Agency Approval **Policy Council Approval** **Governing Board Approval**

Date: _____ **Date:** _____ **Date:** _____
Reviewed: 07/24/2017 Revised: 07/27/2017

45 CFR Chapter XIII

Component: Program Operations
Subpart A – Eligibility, Recruitment, Selection, Enrollment, and Attendance
HSPPS 1302.10 – 1302.18

Subject: Eligibility, Recruitment, Selection, Enrollment, and Attendance

I. Service and Enrollment Area: (1302.11)

1. The City of Albuquerque (COA) Early Head Start (EHS) service area is Bernalillo County, Albuquerque, New Mexico. The funded enrollment is 128 slots. A family must reside within the service area to be considered eligible for enrollment.
2. Community Assessment will be reviewed and updated annually to ensure the program meets community needs and builds on strengths and resources.

II. Eligibility: (1302.12)

1. The COA EHS program serves families where the mother is either pregnant or there are children between the ages 0-3. Families must complete an Intake Application and provide income data and proof of birth.

A pregnant woman or a child is eligible if:

- The family’s income is equal to or below the poverty line; or,
- 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,
- The child is homeless, as defined in part 1305; or,
- The child is in foster care.

2. Verification of income and proof of birth will be secured and documented at the time of the Intake Application:

All COA EHS applications are accompanied by one or more of the following items of verification for the relevant twelve (12) month period (Head Start Act 2007 Section 645):

- Individual Tax Form 1040
- W-2
- Pay Stubs
- Written Statements from Employers
- TANF Documentation
- Unemployment
- Foster Care Reimbursement
- SSI Documentation
- Documentation of No Income

3. The COA EHS is designed to serve low-income families. Only thirty-five (35) percent of the children served may be in between a hundred (100) and a hundred thirty (130) percent of the federal poverty level. If the family does not meet the income guidelines, the program may enroll a child who would benefit from services, provided that these participants only make up to 10 percent of the program's current enrollment.
4. If a child is determined eligible to participate in the COA EHS program, he or she will remain eligible until the child reaches his/her third birthday.
5. COA EHS will keep eligibility determination records for each participant for the current year and three (3) preceding years; including ongoing records of the eligibility training for staff. COA EHS may keep these records electronically.
 - a. Each eligibility determination record must include:
 1. Copies of any documents or statements, including declarations that are deemed necessary to verify eligibility.
 2. A statement that program staff has made reasonable efforts to verify information by:
 - Conducting either an in-person, or a telephone interview with the family.
 - Describing efforts made to verify eligibility and collecting documents required for third party verification that includes the family's written consent to contact each third party, the third parties' names, titles, and affiliations, and information from third parties regarding the family's eligibility.
6. COA EHS will take all necessary actions against staff who intentionally violate federal and program eligibility determination regulations and who knowingly enroll pregnant

women and children that are not eligible to receive COA EHS services. Any action taken will be in accordance to the City of Albuquerque Personnel Rules and Regulations.

III. Recruitment Process: (1302.13)

1. All COA EHS staff will be responsible for recruitment of eligible families.
2. Recruitment and enrollment efforts are on-going year round.
3. Recruitment efforts will actively inform all families within the service area of the availability of COA EHS services by advertising via media, Public Service Announcements, parents informing and recruiting other parents, updating information on re-entries, (expectant moms) during home visits by both teaching staff and home visitors, distributing flyers, posters, leaflets etc. through the service area, i.e. Albuquerque Public Schools, City Recreation sites, social services agencies serving families with children, health clinics, community events, etc. All flyers will reflect the language and ethnicity of the population served by the COA EHS.
4. In addition to the methods listed above, active recruitment of children with disabilities shall occur by partnering with Early Intervention agencies, health care providers, and other organizations serving children with special needs.

IV. Selection Process: (1302.14)

1. COA EHS families are placed on the waiting list based on selection criteria and program option desired. The COA EHS ERSEA committee will annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 *et seq.*) and, other relevant family or child risk factors.
 - a. A minimum of ten (10) percent of funded enrollment slots will be filled by children with a diagnosed disability. In addition to the methods listed above, active recruitment of children with disabilities will occur through (but not limited to): contact with agencies serving children with disabilities and arrangements made where feasible for coordination and shared services if it is within the best interest of the child.
 - b. The Disabilities Coordinator along with the Early Head Start Education Specialist will determine placement of children with disabilities into COA EHS.

- c. The COA EHS will develop at the beginning of each enrollment year and maintain during the year a waiting list that prioritizes children according to the program's selection criteria.

V. Enrollment and Re-enrollment: (1302.15)

1. COA EHS will maintain its funded enrollment level and fill any vacancy as soon as possible and will fill any vacancy within thirty (30) days.
2. COA EHS serves homeless children or children in foster care, and will make efforts to maintain the child's enrollment regardless of whether the family or child moves to a different service area, or transition the child to a program in a different service area, as required in §1302.72(a), according to the family's needs.
3. If COA EHS determines from the community assessment that there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs. No more than three percent 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 and then must be filled within thirty (30) days.
4. COA EHS will comply with state immunization enrollment and attendance requirements, with the exception of homeless children as described in §1302.16(c)(1).
5. Parent participation in the COA EHS activities is voluntary, including consent for data sharing. Although parent participation is voluntary and is not required as a condition of the child's enrollment, it is strongly encouraged in promotion of school readiness.
6. Intake Applications for COA EHS are taken on an on-going basis throughout the year and are valid for twelve (12) months.
7. An Intake Application will be completed for each child and staff will be trained on the Intake Application process. Where indicated, translators will be available during the time of intake. If a family is homebound, a home visit will be made to take the application. Families will receive assistance to obtain the needed documentation required for application and enrollment, as needed.
8. The Intake Coordinator will review and ensure that all the information on the application is accurate and complete. All applications are entered into the COA EHS data management system by the Intake Coordinator. After a child is determined to be eligible, the Intake Coordinator will sign the completed Eligibility Verification Form indicating that they have examined the family income documentation and verify that the child is eligible to participate in the program. All pertinent documentation is

attached to the Eligibility Verification Form and submitted to the Early Head Start Director for final approval.

9. Applications are forwarded to the Early Head Start Director for final review and approval. The Early Head Start Director's signature indicates that the application is complete and that the child's application has been approved for placement on the waiting list.
10. All children are placed on a waiting list according to selection criteria. The Intake Coordinator is responsible for placement of children according to established priorities and selection criteria for home based and center based options.
11. The Intake Coordinator and the Early Head Start Director will have the final responsibility for placement of approved children. All approved enrollments will be entered into the COA EHS data management system by the Intake Coordinator and maintained by the Data Manager.
12. Staff wishing to enroll their children and/or grandchildren in COA EHS must follow the established eligibility criteria for participation in the program. Due to potential conflict of interest, children enrolled in the program who are related to staff cannot receive services from that staff member.
13. A child will be officially enrolled in the program only after the application has been completed, the applicant has been determined eligible, and it is determined through the eligibility process that they have the highest selection criteria to fill the vacant slot. An applicant may be enrolled when a parent has been contacted and informed that Early Head Start services are available to that child. If a child is entering the center based option, the family has up to five (5) working days to begin in the center and with up to date or as up to date as possible immunizations prior to the child's first day of attendance. On the fifth day after enrollment, if the family/child has not shown up to begin services the teaching staff will contact the Intake Coordinator and Education Specialist to follow up with the family. If the family still wishes to participate, a plan will be developed to continue enrollment or if not, the child will be dis-enrolled from the program.

VI. Attendance: (1302.16)

1. COA EHS will 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 teaching staff will attempt to contact the parent to ensure the child's well-being.
2. The COA EHS will promote attendance by:

- a. Providing information about the benefits of regular attendance;
 - b. Supporting families to promote the child's regular attendance;
 - c. Conducting a home visit or making other direct contact with a child's parents if a child has multiple unexplained absences (such as two consecutive unexplained absences); and,
 - d. Using individual child attendance data on a monthly basis to identify children with patterns of absence that put them at risk of missing ten (10) percent of program days per year and developing appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management, as necessary.
3. If a child ceases to attend, the program will make appropriate efforts to reengage the family to resume attendance as described above. In cases where chronic absenteeism interferes with the child's ability to benefit from the program, the family will receive written notice of intent to dis-enroll. The family then has two (2) weeks to respond. If the child's attendance does not resume, then the program will consider that slot vacant. This action is not considered expulsion as described in §1302.17.
4. The COA EHS teaching staff will enter attendance and reasons for absences into the data management system on a regular basis. An absence will be considered unexcused if the parent does not provide a reason for the absence. The attendance data will be analyzed on a monthly basis and if the monthly average daily attendance rate falls below 85 percent, the program will analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate. The program will use this data to make necessary changes in a timely manner as part of ongoing oversight and correction as described in §1302.102(b) and inform its continuous improvement efforts as described in §1302.102(c).
5. When COA EHS determines a child is eligible under §1302.12(c)(1)(iii) (Homeless Children), the child will be allowed to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. COA EHS staff will work with families to get children immunized as soon as possible in order to comply with state licensing requirements. If a child experiencing homelessness is unable to attend classes regularly because the family does not have transportation to and from the program facility, the COA EHS program will utilize community resources to address transportation challenges.

VII. Suspension and Expulsion: (1302.17)

1. The COA EHS will prohibit or severely limit the use of suspension due to a child's behavior. Such suspensions may only be temporary in nature.
2. A temporary suspension may be used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.
3. Before COA EHS determines whether a temporary suspension is necessary, the program will engage with a mental health consultant, collaborate with the parents, and utilize appropriate community resources – such as behavior coaches, psychologists, other appropriate specialists, or other resources – as needed, to determine no other reasonable option is appropriate.
4. If a temporary suspension is deemed necessary, COA EHS will help the child return to full participation in all program activities as quickly as possible while ensuring child safety by:
 - a. Continuing to engage with the parents and a mental health consultant, and continuing to utilize appropriate community resources;
 - b. Developing a written plan to document the action and supports needed;
 - c. Providing services that include home visits; and,
 - d. Determining whether a referral to a local agency responsible for implementing IDEA is appropriate.
5. COA EHS cannot expel or dis-enroll a child from Early Head Start because of a child's behavior.
6. When a child exhibits persistent and serious challenging behaviors, COA EHS will explore all possible steps and document all steps taken to address such issues, and facilitate the child's safe participation in the program. Such steps must include, at a minimum, engaging a mental health consultant, considering the appropriateness of providing appropriate services and supports under section 504 of the Rehabilitation Act to ensure that the child who satisfies the definition of disability in 29 U.S.C. §705(9)(b) of the Rehabilitation Act is not excluded from the program on the basis of disability, and consulting with the parents and the child's teacher, and:
 - a. If the child has an individualized family service plan (IFSP), COA EHS will consult with the agency responsible for the IFSP to ensure the child receives the needed support services; or,
 - b. If the child does not have an IFSP, COA EHS will collaborate, with parental consent, with the local agency responsible for implementing IDEA to determine the child's eligibility for services.
7. If, after COA EHS has explored all possible steps and documented all steps taken as described above, COA EHS, in consultation with the parents, the child's teacher, the agency responsible for implementing IDEA (if applicable), and the mental health

consultant, determines that the child's continued enrollment presents a continued serious safety threat to the child or other enrolled children and determines COA EHS is not the most appropriate placement for the child, COA EHS will work with such entities to directly facilitate the transition of the child to a more appropriate placement.

VIII. Fees: (1302.18)

1. COA EHS will never charge eligible families a fee to participate in Head Start, including special events such as field trips, and will not in any way condition an eligible child's enrollment or participation in the program upon the payment of a fee.
2. COA EHS can accept a fee from families of enrolled children for services that are in addition to services funded by Early Head Start, such as child care before or after funded Early Head Start hours. COA EHS will not condition an Early Head Start child's enrollment on the ability to pay a fee for additional hours.

Early Head Start Eligibility Selection Criteria
This section for staff use only

PROPOSED

Pregnant Mom

Eligible Child

Name: _____ Date of Birth: _____

1. Parent(s) age:

≤16 years (85) _____

17-19 years (65) _____

2. Age of Child

≤12 Months (150) _____

Between 13-24 Months (100) _____

Between 25-33 Months (75) _____

3. Parent(s) Income (FPL = Federal Poverty Level):

TANF (300) _____

SSI (300) _____

No Income (150) _____

Between 1%-50% FPL (125) _____

Between 51%- 100% FPL (100) _____

Between 101%-130% FPL (25) _____

4. Parent(s) Environmental Criteria:

Experiencing Homelessness (500) _____

Violence in home (100) _____

Lack of necessities * (i.e. food, clothing, etc.) (35) _____

4. Parent(s) Medical Criteria:

Drug/Substance abuse (85) _____

Known disability (75) _____

No access to medical care (25) _____

5. Parent(s) Circumstantial Criteria:

Community Agency Referral* (110) _____

Unemployed (100) _____

High School/GED Student (90) _____

Less than High School Graduate Education (85) _____

Military family/ Veteran (65) _____

First Time parent (50) _____

Single parent (40) _____

No transportation (35) _____

Isolated/ No social contact (25) _____

Family Criteria Total _____

Early Head Start Eligibility Selection Criteria
This section for staff use only

6. Pregnancy Criteria:

- No Pre-Natal Care after 26 weeks (115) _____
- Documented High Risk Pregnancy (115) _____

Pregnancy Criteria Total _____

7. Child Criteria:

- In Foster Care** (400) _____
- Documented Disability/Delay/IFSP (190) _____
- Child Protective Services Referral (150) _____
- Documented medical risk (e.g. premature/low birth weight) (145) _____
- Documented Drug/Substance exposure (85) _____
- No Health Insurance (25) _____

Child Criteria Total _____

* Comments (please provide details for items with an asterisk):

Staff Signature: _____ Date: _____ **Grand Criteria Total** _____

Subpart A — Eligibility, Recruitment, Selection, Enrollment, and Attendance

§1302.10 Purpose.

This subpart describes requirements of grantees for determining community strengths, needs and resources as well as recruitment areas. It contains requirements and procedures for the eligibility determination, recruitment, selection, enrollment and attendance of children and explains the policy concerning the charging of fees.

§1302.11 Determining community strengths, needs, and resources.

(a) Service area.

(1) A program must propose a service area in the grant application and define the area by county or sub-county area, such as a municipality, town or census tract or jurisdiction of a federally recognized Indian reservation.

(i) A tribal program may propose a service area that includes areas where members of Indian tribes or those eligible for such membership reside, including but not limited to Indian reservation land, areas designated as near-reservation by the Bureau of Indian Affairs (BIA) provided that the service area is approved by the tribe's governing council, Alaska Native Villages, Alaska Native Regional Corporations with land-based authorities, Oklahoma Tribal Statistical Areas, and Tribal Designated Statistical Areas where federally recognized Indian tribes do not have a federally established reservation.

(ii) If the tribe's service area includes any area specified in paragraph (a)(1)(i) of this section, and that area is also served by another program, the tribe may serve children from families who are members of or eligible to be members of such tribe and who reside in such areas as well as children from families who are not members of the tribe, but who reside within the tribe's established service area.

(2) If a program decides to change the service area after ACF has approved its grant application, the program must submit to ACF a new service area proposal for approval.

(b) Community wide strategic planning and needs assessment (community assessment).

(1) To design a program that meets community needs, and builds on strengths and resources, a program must conduct a community assessment at least once over the five-year grant period. The community assessment must use data that describes community strengths, needs, and resources and include, at a minimum:

(i) The number of eligible infants, toddlers, preschool age children, and expectant mothers, including their geographic location, race, ethnicity, and languages they speak, including:

(A) Children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6)(A))¹¹;

(B) Children in foster care; and

(C) Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies;

(ii) The education, health, nutrition and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being;

(iii) Typical work, school, and training schedules of parents with eligible children;

(iv) Other child development, child care centers, and family child care programs that serve eligible children, including home visiting, publicly funded state and local pre-schools, and the approximate number of eligible children served;

(v) Resources that are available in the community to address the needs of eligible children and their families; and,

(vi) Strengths of the community.

(2) A program must annually review and update the community assessment to reflect any significant changes including increased availability of publicly-funded pre-kindergarten (including an assessment of how the pre-kindergarten available in the community meets the needs of the parents and children served by the program, and whether it is offered for a full school day), rates of family and child homelessness, and significant shifts in community demographics and resources.

(3) A program must consider whether the characteristics of the community allow it to include children from diverse economic backgrounds that would be supported by other funding sources, including private pay, in addition to the program's eligible funded enrollment. A program must not enroll children from diverse economic backgrounds if it would result in a program serving less than its eligible funded enrollment.

§1302.12 Determining, verifying, and documenting eligibility.

(a) Process overview.

(1) Program staff must:

(i) Conduct an in-person interview with each family, unless paragraph (a)(2) of this section applies;

(ii) Verify information as required in paragraphs (h) and (i) of this section; and,

(iii) Create an eligibility determination record for enrolled participants according to paragraph (k) of this section.

(2) Program staff may interview the family over the telephone if an in-person interview is not possible or convenient for the family.

(3) If a program has an alternate method to reasonably determine eligibility based on its community assessment, geographic and administrative data, or from other reliable data sources, it may petition the responsible HHS official to waive requirements in paragraphs (a)(1)(i) and (ii) of this section.

(b) Age requirements.

(1) For Early Head Start, except when the child is transitioning to Head Start, a child must be an infant or a toddler younger than three years old.

(2) For Head Start, a child must:

(i) Be at least three years old or, turn three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located; and,

(ii) Be no older than the age required to attend school.

(3) For Migrant or Seasonal Head Start, a child must be younger than compulsory school age by the date used to determine public school eligibility for the community in which the program is located.

(c) Eligibility requirements.

(1) A pregnant woman or a child is eligible if:

(i) The family's income is equal to or below the poverty line; or,

(ii) 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,

(iii) The child is homeless, as defined in part 1305; or,

(iv) The child is in foster care.

(2) If the family does not meet a criterion under paragraph (c)(1) of this section, a program may enroll a child who would benefit from services, provided that these participants only make up to 10 percent of a program's enrollment in accordance with paragraph (d) of this section.

(d) Additional allowances for programs.

(1) A program may enroll an additional 35 percent of participants whose families do not meet a criterion described in paragraph (c) of this section and whose incomes are below 130 percent of the poverty line, if the program:

(i) Establishes and implements outreach, and enrollment policies and procedures to ensure it is meeting the needs of eligible pregnant women, children, and children with disabilities, before serving pregnant women or children who do not meet the criteria in paragraph (c) of this section; and,

(ii) Establishes criteria that ensure pregnant women and children eligible under the criteria listed in paragraph (c) of this section are served first.

(2) If a program chooses to enroll participants who do not meet a criterion in paragraph (c) of this section, and whose family incomes are between 100 and 130 percent of the poverty line, it must be able to report to the Head Start regional program office:

- (i) How it is meeting the needs of low-income families or families potentially eligible for public assistance, homeless children, and children in foster care, and include local demographic data on these populations;
- (ii) Outreach and enrollment policies and procedures that ensure it is meeting the needs of eligible children or pregnant women, before serving over-income children or pregnant women;
- (iii) Efforts, including outreach, to be fully enrolled with eligible pregnant women or children;
- (iv) Policies, procedures, and selection criteria it uses to serve eligible children;
- (v) Its current enrollment and its enrollment for the previous year;
- (vi) The number of pregnant women and children served, disaggregated by the eligibility criteria in paragraphs (c) and (d)(1) of this section; and,
- (vii) The eligibility criteria category of each child on the program's waiting list.

(c) Additional allowances for Indian tribes.

(1) Notwithstanding paragraph (c)(2) of this section, a tribal program may fill more than 10 percent of its enrollment with participants who are not eligible under the criteria in paragraph (c) of this section, if:

- (i) The tribal program has served all eligible pregnant women or children who wish to be enrolled from Indian and non-Indian families living within the approved service area of the tribal agency;
- (ii) The tribe has resources within its grant, without using additional funds from HHS intended to expand Early Head Start or Head Start services, to enroll pregnant women or children whose family incomes exceed low-income guidelines or who are not otherwise eligible; and,
- (iii) At least 51 percent of the program's participants meet an eligibility criterion under paragraph (c)(1) of this section.

(2) If another program does not serve the approved service area, the program must serve all eligible Indian and non-Indian pregnant women or children who wish to enroll before serving over-income pregnant women or children.

(3) A program that meets the conditions of this paragraph (e) must annually set criteria that are approved by the policy council and the tribal council for selecting over-income pregnant women or children who would benefit from program services.

(4) An Indian tribe or tribes that operates both an Early Head Start program and a Head Start

program may, at its discretion, at any time during the grant period involved, reallocate funds between the Early Head Start program and the Head Start program in order to address fluctuations in client populations, including pregnant women and children from birth to compulsory school age. The reallocation of such funds between programs by an Indian tribe or tribes during a year may not serve as a basis for any reduction of the base grant for either program in succeeding years.

(f) **Migrant or Seasonal eligibility requirements.** A child is eligible for Migrant or Seasonal Head Start, if the family meets an eligibility criterion in paragraphs (c) and (d) of this section; and the family's income comes primarily from agricultural work.

(g) **Eligibility requirements for communities with 1,000 or fewer individuals.**

(1) A program may establish its own criteria for eligibility provided that it meets the criteria outlined in section 645(a)(2)¹² of the Act.

(2) No child residing in such community whose family is eligible under criteria described in paragraphs (c) through (f) of this section, may be denied an opportunity to participate in the program under the eligibility criteria established under this paragraph (g).

(h) **Verifying age.** Program staff must verify a child's age according to program policies and procedures. A program's policies and procedures cannot require families to provide documents that confirm a child's age, if doing so creates a barrier for the family to enroll the child.

(i) **Verifying eligibility.**

(1) To verify eligibility based on income, program staff must use tax forms, pay stubs, or other proof of income to determine the family income for the relevant time period.

(i) If the family cannot provide tax forms, pay stubs, or other proof of income for the relevant time period, program staff may accept written statements from employers, including individuals who are self-employed, for the relevant time period and use information provided to calculate total annual income with appropriate multipliers.

(ii) If the family reports no income for the relevant time period, a program may accept the family's signed declaration to that effect, if program staff describes efforts made to verify the family's income, and explains how the family's total income was calculated or seeks information from third parties about the family's eligibility, if the family gives written consent. If a family gives consent to contact third parties, program staff must adhere to program safety and privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k)(2) of this section.

(iii) If the family can demonstrate a significant change in income for the relevant time period, program staff may consider current income circumstances.

(2) To verify whether a family is eligible for, or in the absence of child care, would be potentially eligible for public assistance, the program must have documentation from either the state, local, or tribal public assistance agency that shows the family either receives public assistance or that shows the family is potentially eligible to receive public assistance.

(3) To verify whether a family is homeless, a program may accept a written statement from a homeless services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, or notes from an interview with staff to establish the child is homeless; or any other document that establishes homelessness.

(i) If a family can provide one of the documents described in this paragraph (i)(3), program staff must describe efforts made to verify the accuracy of the information provided and state whether the family is eligible because they are homeless.

(ii) If a family cannot provide one of the documents described in this paragraph (i)(3) to prove the child is homeless, a program may accept the family's signed declaration to that effect, if, in a written statement, program staff describe the child's living situation that meets the definition of homeless in part 1305 of this chapter.

(iii) Program staff may seek information from third parties who have firsthand knowledge about a family's living situation, if the family gives written consent. If the family gives consent to contact third parties, program staff must adhere to program privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k) of this section.

(4) To verify whether a child is in foster care, program staff must accept either a court order or other legal or government-issued document, a written statement from a government child welfare official that demonstrates the child is in foster care, or proof of a foster care payment.

(j) Eligibility duration.

(1) If a child is determined eligible under this section 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.

(2) Children who are enrolled in a program receiving funds under the authority of section 645A¹³ of the Act remain eligible while they participate in the program.

(3) If a child moves from an Early Head Start program to a Head Start program, program staff must verify the family's eligibility again.

(4) If a program operates both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the program's Early Head Start, the program must ensure, whenever possible, the child receives Head Start services until enrolled in school, provided the child is eligible.

(k) Records.

(1) A program must keep eligibility determination records for each participant and ongoing records of the eligibility training for staff required by paragraph (m) of this section. A program may keep these records electronically.

(2) Each eligibility determination record must include:

- (i) Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility under paragraphs (h) and (i) of this section;**
- (ii) A statement that program staff has made reasonable efforts to verify information by:**
 - (A) Conducting either an in-person, or a telephone interview with the family as described under paragraph (a)(1)(i) or (a)(2) of this section; and,**
 - (B) Describing efforts made to verify eligibility, as required under paragraphs (h) through (i) of this section; and, collecting documents required for third party verification that includes the family's written consent to contact each third party, the third parties' names, titles, and affiliations, and information from third parties regarding the family's eligibility.**
- (iii) A statement that identifies whether:**
 - (A) The family's income is below income guidelines for its size, and lists the family's size;**
 - (B) The family is eligible for or, in the absence of child care, potentially eligible for public assistance;**
 - (C) The child is a homeless child or the child is in foster care;**
 - (D) The family was determined to be eligible under the criterion in paragraph (c)(2) of this section; or,**
 - (E) The family was determined to be eligible under the criterion in paragraph (d)(1) of this section.**

(3) A program must keep eligibility determination records for those currently enrolled, as long as they are enrolled, and, for one year after they have either stopped receiving services; or are no longer enrolled.

(l) Program policies and procedures on violating eligibility determination regulations. A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start or Head Start services.

(m) Training on eligibility.

(1) A program must train all governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. Training must, at a minimum:

- (i) Include methods on how to collect complete and accurate eligibility information from families and third party sources;**
- (ii) Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,**

(iii) Explain program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.

(2) A program must train management and staff members who make eligibility determinations within 90 days of hiring new staff.

(3) A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.

(4) A program must develop policies on how often training will be provided after the initial training.

§1302.13 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, and encourage and assist them in applying for admission to the program. A program must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care.

§1302.14 Selection process.

(a) Selection criteria.

(1) 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 as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 *et seq.*)¹⁹ and, other relevant family or child risk factors.

(2) If a program serves migrant or seasonal families, it must select participants according to criteria in paragraph (a)(1) of this section, and give priority to children whose families can demonstrate they have relocated frequently within the past two-years to pursue agricultural work.

(3) If a program operates in a service area where Head Start eligible children can enroll in high-quality publicly funded pre-kindergarten for a full school day, the program must prioritize younger children as part of the selection criteria in paragraph (a)(1) of this section. If this priority would disrupt partnerships with local education agencies, then it is not required. An American Indian and Alaska Native or Migrant or Seasonal Head Start program must consider whether such prioritization is appropriate in their community.

(4) A program must not deny enrollment based on a disability or chronic health condition or its severity.

(b) Children eligible for services under IDEA.

(1) A program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.

(2) If the requirement in paragraph (b)(1) of this section has been met, children eligible for services under IDEA should be prioritized for the available slots in accordance with the program's selection criteria described in paragraph (a) of this section.

(c) Waiting lists. A program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection criteria.

§1302.15 Enrollment.

(a) 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.

(b) Continuity of enrollment.

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

(2) Under exceptional circumstances, a program may maintain a child's enrollment in Head Start for a third year, provided that family income is verified again. A program may maintain a child's enrollment in Early Head Start as described in §1302.12(j)(2).

(3) If a program serves homeless children or children in foster care, it must make efforts to maintain the child's enrollment regardless of whether the family or child moves to a different service area, or transition the child to a program in a different service area, as required in §1302.72(a), according to the family's needs.

(c) Reserved slots. If a program determines from the community assessment there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs. No more than three percent 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 and then must be filled in accordance with paragraph (a) of this section.

(d) Other enrollment. Children from diverse economic backgrounds who are funded with other sources, including private pay, are not considered part of a program's eligible funded enrollment.

(e) State immunization enrollment requirements. A program must comply with state immunization enrollment and attendance requirements, with the exception of homeless children as described in §1302.16(c)(1).

(f) 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.

§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.

(2) A program must implement strategies to promote attendance. At a minimum, a program must:

(i) Provide information about the benefits of regular attendance;

(ii) Support families to promote the child's regular attendance;

(iii) Conduct a home visit or make other direct contact with a child's parents if a child has multiple unexplained absences (such as two consecutive unexplained absences); and,

(iv) 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 ten percent 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.

(3) If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance, including as described in paragraph (a)(2) of this section. If the child's attendance does not resume, then the program must consider that slot vacant. This action is not considered expulsion as described in §1302.17.

(b) Managing systematic program attendance issues. If a program's monthly average daily attendance rate falls below 85 percent, the program must analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate. The program must use this data to make necessary changes in a timely manner as part of ongoing oversight and correction as described in §1302.102(b) and inform its continuous improvement efforts as described in §1302.102(c).

(c) Supporting attendance of homeless children.

(1) If a program determines a child is eligible under §1302.12(c)(1)(iii), it must allow the child to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. A program must work with families to get children immunized as soon as possible in order to comply with state licensing requirements.

(2) If a child experiencing homelessness is unable to attend classes regularly because the family does not have transportation to and from the program facility, the program must utilize community resources, where possible, to provide transportation for the child.

§1302.17 Suspension and expulsion.

(a) Limitations on suspension.

- (1) 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.
- (2) A temporary suspension must be used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.
- (3) Before a program determines whether a temporary suspension is necessary, a program must engage with a mental health consultant, collaborate with the parents, and utilize appropriate community resources – such as behavior coaches, psychologists, other appropriate specialists, or other resources – as needed, to determine no other reasonable option is appropriate.
- (4) If a temporary suspension is deemed necessary, a program must help the child return to full participation in all program activities as quickly as possible while ensuring child safety by:
 - (i) Continuing to engage with the parents and a mental health consultant, and continuing to utilize appropriate community resources;
 - (ii) Developing a written plan to document the action and supports needed;
 - (iii) Providing services that include home visits; and,
 - (iv) Determining whether a referral to a local agency responsible for implementing IDEA is appropriate.

(b) Prohibition on expulsion.

- (1) A program cannot expel or unenroll a child from Head Start because of a child's behavior.
- (2) When a child exhibits persistent and serious challenging behaviors, a program must explore all possible steps and document all steps taken to address such problems, and facilitate the child's safe participation in the program. Such steps must include, at a minimum, engaging a mental health consultant, considering the appropriateness of providing appropriate services and supports under section 504 of the Rehabilitation Act to ensure that the child who satisfies the definition of disability in 29 U.S.C. 705(9)(b)¹⁴ of the Rehabilitation Act is not excluded from the program on the basis of disability, and consulting with the parents and the child's teacher and:
 - (i) If the child has an individualized family service plan (IFSP) or individualized education program (IEP), the program must consult with the agency responsible for the IFSP or IEP to ensure the child receives the needed support services; or,
 - (ii) If the child does not have an IFSP or IEP, the program must collaborate, with parental consent, with the local agency responsible for implementing IDEA¹⁹ to determine the child's eligibility for services.

(3) If, after a program has explored all possible steps and documented all steps taken as described in paragraph (b)(2) of this section, a program, in consultation with the parents, the child's teacher, the agency responsible for implementing IDEA (if applicable), and the mental health consultant, determines that the child's continued enrollment presents a continued serious safety threat to the child or other enrolled children and determines the program is not the most appropriate placement for the child, the program must work with such entities to directly facilitate the transition of the child to a more appropriate placement.

§1302.18 Fees.

(a) Policy on fees. A program must not charge eligible families a fee to participate in Head Start, including special events such as field trips, and cannot in any way condition an eligible child's enrollment or participation in the program upon the payment of a fee.

(b) Allowable fees.

(1) A program must only accept a fee from families of enrolled children for services that are in addition to services funded by Head Start, such as child care before or after funded Head Start hours. A program may not condition a Head Start child's enrollment on the ability to pay a fee for additional hours.

(2) In order to support programs serving children from diverse economic backgrounds or using multiple funding sources, a program may charge fees to private pay families and other non-Head Start enrolled families to the extent allowed by any other applicable federal, state or local funding sources.

Subpart B — Program Structure

§1302.20 Determining program structure.

(a) Choose a program option.

(1) A program must choose to operate one or more of the following program options: center-based, home-based, family child care, or an approved locally-designed variation as described in §1302.24. The program option(s) chosen must meet the needs of children and families based on the community assessment described in §1302.11(b). A Head Start program serving preschool-aged children may not provide only the option described in §1302.22(a) and (c)(2).

(2) To choose a program option and develop a program calendar, a program must consider in conjunction with the annual review of the community assessment described in §1302.11(b)(2), whether it would better meet child and family needs through conversion of existing slots to full school day or full working day slots, extending the program year, conversion of existing Head Start slots to Early Head Start slots as described in paragraph (c) of this section, and ways to promote continuity of care and services. A program must work to identify alternate