

Enrollment - Home-Based (HB)

Head Start Performance Standards

§1302.15

Policy

Participants are enrolled in the Community Action Head Start programs from classroom waiting lists. The waitlist ranks the children/participants according to points assigned during the application processing by the established selection criteria (refer to the **Selection Policy**). Prenatal services are offered in the Early Head Start Home-Based option.

In addition, the Community Action Head Start program has procedures for re-enrollment, new enrollment, transitioning children from Early Head Start to Head Start, transfers within the program, and filling vacancies during the program year. This will ensure that the program maintains its funded enrollment slots as required and that all vacancies are filled within 30 days. Vacancies may be filled up to the last day of the program.

The program reserves three percent of the program's funded enrollment slots for families experiencing homelessness in Community Action Head Start's service areas. After 30 days, reserved enrollment slots are not filled and become vacancies. The program must fill any vacancies within 30 days.

Procedures

Application Process

Applications for the Community Action Head Start program are accepted year-round and can be submitted online or on paper form.

Required Documentation:

- **Proof of income** (*required for all applications*)
- **Proof of age** (*as needed*)
- **Proof of pregnancy** (*prenatal only*)

Kinship Application Process

Contact the assigned Program Assistant for Direction.

If the application is for a Head Start participant, the Enrollment Assistant passes the application to the Transportation Supervisor for routing.

If the application is for an Early Head Start application, start with step 2 below.

1. The Transportation Supervisor returns the routed application to the Enrollment Assistant.
2. The Enrollment Assistant enters information from the application into ChildPlus under the Application and Enrollment Module. The participant's status in ChildPlus is **New**.
3. The Enrollment Assistant will contact the parent/guardian to review and conduct an interview in person or by telephone.

Forms Referenced:

[Change Notification, Child or Prenatal Health History/Nutrition, Commitment to HS, Consent for School Activities, Emergency Form, HS Application]

4. When the application is complete, the Enrollment Assistant will start the eligibility determination process (Refer to **Eligibility Policy & Procedure**)
5. After verifying eligibility, the Enrollment Assistant passes the eligibility file for further review and processing.
6. The file is reviewed for corrections by another Enrollment Assistant who is different from the one who completed the eligibility. The application status in ChildPlus is changed from **New** to **Waitlisted**, and the Eligibility Checklist is uploaded into the Enrollment Module in ChildPlus.
7. The Enrollment Assistant sends the family a letter or email/text informing them of their application status.

Enrollment Process

Enrollment for Returning Participants

The program maintains the enrollment of eligible returning participants for the following year.

The enrollment for returning participants is described as follows:

1. The ERSEA Supervisor collaborates with the Home-Based (HB) Program Area Supervisor and other component supervisors to plan for registration training, including the following topics:
 - a. forms
 - b. Registration process and timeline
2. The Enrollment Assistant prepares and sends registration packets to the HB staff.
3. The HB Program Area Supervisor works with the ERSEA Supervisor to prepare for the registration training.
4. The Home Visitor confirms the return with the parent/guardian.
 - If the child/participant is not returning, the Enrollment Assistant will make a note under the Enrollment Module and abandon the child/participant in ChildPlus.
 - If the child/participant is returning, the registration packet is completed with the Home Visitor.
5. After the first home visit, the Home Visitors will notify the Enrollment Assistant, and the Enrollment Assistant will change the child/participant's status from '**accepted**' to '**enrolled**' in ChildPlus.
6. The Home Visitor completes the data entry in ChildPlus.

These forms are **mandatory** for participants to be enrolled in the program.

- Consent for School Activities (not prenatal)
- Emergency Contact Form
- Child or Prenatal Health History
- Child or Prenatal Nutrition Questionnaire

Enrollment for New Participants

The program selects participants from the waitlist. (refer to the **Selection Policy**).

New participants are enrolled following the registration for new Home-Based participants as described below.

1. The ERSEA Supervisor collaborates with the HB Program Area Supervisor and other component supervisors to plan for Registration training, including the following topics.

Forms Referenced:

[Change Notification, Child or Prenatal Health History/Nutrition, Commitment to HS, Consent for School Activities, Emergency Form, HS Application]

a. Registration forms

b. Registration process and timeline

1. The Enrollment Assistant works with the HB Program Area Supervisor to be assigned accordingly to the Home Visitor caseload.
2. The Enrollment Assistant contacts the most eligible participant off the waitlist to offer placement.
3. The Enrollment Assistant notifies the HB Program Area Supervisor and Home Visitor of a new placement. Participant's status will change from '**waitlist**' to '**accept.**'
4. The Home Visitor will begin completing the registration forms at the first home visit with the family within seven business days from the assigned date.
5. The Home Visitor will support the parent/guardian in completing the registration forms using an interview style.
6. The Home Visitor will notify the Enrollment Assistant of completing the 1st home visit.
7. The Enrollment Assistant will make a note under the Enrollment module in ChildPlus and change the participant status from '**accepted**' to '**enrolled.**'
8. The Home Visitor completes the data entry in ChildPlus.

Transitioning Children from EHS to HS

Transitions from EHS to HS may begin six months before the child's 3rd birthday. The family's Home Visitor will inquire about the family's interest in transitioning into the Head Start program. If the family is interested in transitioning, eligibility must be re-verified by an Enrollment Assistant. The Home Visitor will assist the family in completing the Head Start application and obtaining any necessary eligibility documentation.

- If the family is not interested in transitioning to Head Start or if there are no available openings, the child may remain enrolled in Early Head Start until the family decides to transition or an opening becomes available.
- If the family is found ineligible for Head Start, the child may remain in Early Head Start until the end of the program term.

Prenatal Enrollment

The steps under Enrollment for New Participants and Re-Enrollment for Returning Participants are followed for prenatal enrollment.

A prenatal can remain enrolled up until six weeks postpartum.

Enrollment for Newborn

1. The Home Visitor will contact the mother to schedule a Postpartum Home Visit within two weeks of birth to check in on the well-being of the mother and the newborn. (refer to the **Prenatal and Newborn Health Policy**.)
2. The Home Visitor will discuss program options with the mother.
3. If the mother decides to enroll their newborn in the program, the Home Visitor will send the newborn's proof of birth/age to the Enrollment Assistant.
 - a. If the mother decides not to enroll, the Home Visitor will follow the 'Dropping from the Program' section on the change notification.
4. The Enrollment Assistant will create an eligibility file for the newborn that will be attached to the mother's existing eligibility file.
5. The Home Visitor will complete the registration packet with the mother, and the data will be entered in ChildPlus.

Forms Referenced:

[Change Notification, Child or Prenatal Health History/Nutrition, Commitment to HS, Consent for School Activities, Emergency Form, HS Application]

6. Home Visitors will notify the Enrollment Assistant that the child/participant's 1st home visit was completed.
7. The Enrollment Assistant will make an enrollment note in ChildPlus under the Enrollment Module and change the participant's status in ChildPlus from **'accepted'** to **'enrolled.'**
 - a. The mother's enrolment status will be changed from **'enrolled'** to **'dropped'** in ChildPlus.

Participants Experiencing Homelessness or Children in Foster Care

For participants experiencing homelessness or children in foster care, the program must make efforts to maintain the child's enrollment regardless of whether the family or child moves to a different service area or transitions the child to a program in a different service area, according to the family's needs.

Dropping from the Program

Before dropping a participant from the program, the Home Visitor must work with families to review the reason for dropping. If there is a barrier, the Home Visitor must collaborate with their HB Program Area Supervisor to develop a plan to support the family so that the participant can remain in the program.

When a participant is dropped from the program, the Home Visitor must complete the following steps:

1. Complete the "dropping from the program" section on the Change Notification form.
2. The completed Change Notification form and participant's file must be sent to the assigned Enrollment Assistant within two business days of the known drop.
3. The Enrollment Assistant receives the file, and the participant's enrollment status in ChildPlus is changed from "enrolled" to "drop."
4. The Enrollment Assistant must fill the vacancy within 30 days of receiving the file with the next eligible participant.

Guardianship Changes

If a child's guardianship changes, the Home Visitor must follow the following steps:

1. The Home Visitor will provide the new parent/guardian with a new application to complete. No income documentation is needed.
 - a. If the child is placed in foster care or a new foster family, the Home Visitor will request a placement letter.
 - b. If the child's guardianship has changed, follow the **"Kinship Application Process."**
2. The Home Visitor completes the 'Guardianship Change' section on the Change Notification form.
3. The Home Visitor sends the Enrollment Assistant a completed Change Notification form, the new completed application, and guardian/foster placement paperwork within seven business days of knowledge of the change in guardianship or foster placement.
4. The Enrollment Assistant updates ChildPlus according to the application and documents received.
5. The Home Visitor will complete a new registration packet.

These are the forms that must be completed:

- a. Consent for School Activities
- b. Emergency Contact Form

Forms Referenced:

[Change Notification, Child or Prenatal Health History/Nutrition, Commitment to HS, Consent for School Activities, Emergency Form, HS Application]



- c. Any Release of Information forms that require authorization from a parent/guardian.

Forms Referenced:

[Change Notification, Child or Prenatal Health History/Nutrition, Commitment to HS, Consent for School Activities, Emergency Form, HS Application]

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