

Enrollment - Home-Based (HB)

Head Start Performance Standards

§1302.15

Policy

Participants are enrolled into Community Action Head Start programs from classroom waiting lists which rank children according to points assigned from the established selection criteria (refer to the **Selection Policy**). Prenatal services are offered in the Early Head Start Home-Based option. Pregnant women can be of any age and at any stage of their pregnancy. In addition, the Community Action Head Start program has procedures for re-enrollment, transfers, and filling vacancies that occur during the program year to ensure that the program maintains its funded enrollment slots as required.

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.

Children who transition from an Early Head Start program to a Head Start program must have their eligibility redetermined by the program staff.

Procedures

Application Process

Applications for Community Action Head Start program are accepted throughout the year. All applications must include the following required documents: proof of age, proof of income, and proof of pregnancy if applying for prenatal services.

If the application is for a Head Start participant, the Enrollment Assistant passes the application to Transportation Supervisor for routing. Early Head Start applications start with step 2.

1. The Enrollment Assistant enters information from the application into ChildPlus under the Application Module and Enrollment Module. The participant's status in ChildPlus is **New**.
 - a. If the application still needs to be completed, the Enrollment Assistant will contact the parent/guardian to complete the application either in person or electronically.
 - b. When the application is complete, the Enrollment Assistant will start the eligibility determination process (Refer to **Eligibility Policy & Procedure**)
2. After verifying eligibility, the Enrollment Assistant passes the eligibility file for further review and processing.
3. 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.
4. The Enrollment Assistant sends families a letter or email informing them of their application status.

Forms Referenced:

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

Enrollment Process

Continuity of Enrollment – Enrollment for Returning Participants

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

The re-enrollment 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 Assistants assemble registration packets for returning participants.
3. The Enrollment Assistants sends the registration packets to the HB office at Beaverton Multi-Service Center (BMSC).
4. The HB Program Area Supervisor works with ERSEA Supervisor to prepare for registration training.
5. The Enrollment Assistant shares a list of returning children with the HB Program Area Supervisor and Home Visitors.
6. From the list of returners, the Home Visitor will confirm with the parent/guardian if the participant is returning and inform the Enrollment Assistant.
 - If the child/participant is not returning, the Enrollment Assistant will note it and remove the participant from the list of returning participants.
7. After the registration is complete, the Home Visitor completes the data entry in ChildPlus by following the *Guidance on Data Entry Returning Home-Based Registration Forms*.
 - a. If it's a prenatal returner, the Home Visitor will follow the *Guidance on Data Entry Returning Prenatal Registration Forms*.
8. After the 1st home visit, the Home Visitors will notify the Enrollment Assistant that it was completed so the child/participant's status will move from '**accepted**' to '**enrolled**' 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/Nutrition/Lead Questionnaire

Enrollment for New Participants

The program selects participants from the waitlist prioritized in the following order: eligibility points (highest first) assigned from the selection criteria, and then class age (youngest first).

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

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

Forms Referenced:

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

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/legal guardian in completing the registration forms using 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. After the registration, The Home Visitor completes the data entry in ChildPlus by following the *Guidance on Data Entry New HB Registration Forms*.
 - a. If it's a new prenatal enrollment, the Home Visitor will follow the *Guidance on Data Entry New Prenatal Registration Forms*.

Enrollment for new Home-Based Participants during the program year

Vacancies must be filled within 30 days after the spot becomes available. After March 1st, vacancies in the Early Head Start program must be filled with eligible children from 6 weeks to 1 year old. Vacancies may be filled up to the last day of the program.

Prenatal Enrollment

The steps under Enrollment for New Participants and Continuity of Enrollment – 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.
2. The Home Visitor will discuss with the mother program options.
3. If the mother enrolls in the program, the Home Visitor will email the Enrollment Assistant and follow the following steps.
 - 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 Home Visitor will email the Enrollment Assistant the date the newborn was born. The Home Visitor will send the newborn's proof of birth/age to the Enrollment Assistant.
5. The Enrollment Assistant will create an eligibility file for the newborn that should be attached to the mother's existing eligibility file.
6. The Home Visitor will complete the registration packet with the mother and data entry in ChildPlus by following the *Guidance on Processing New HB Registration Forms*
7. Home Visitors will notify the Enrollment Assistant that the child/participant's 1st home visit was completed.
8. 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.

Forms Referenced:

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

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 transition the child to a program in a different service area, according to the family's needs.

Dropping from the Program

Before dropping a participant, the Home Visitor must work with families to review situations and reasons 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 for the participant to 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. Complete the closing checklist and PIR.
3. The completed Change Notification form and participant's file must be sent to the Enrollment Assistant within 1-2 business days of the known drop.

Once the Enrollment Assistant receives the file, the participant's enrollment status in ChildPlus is changed from "enrolled" to "drop." The Enrollment Assistant must fill the vacancy within 30 days of the date that the file was received.

Custody Changes

If custody or foster placement of a child changes, the Home Visitor must follow the following steps:

1. Home Visitor provides a new application to the new parent/guardian to fill out. No income documentation is needed.
 - a. If the child is placed in foster care or a new foster family, a placement letter is requested by the Home Visitor
 - b. If the child is in a new custody change, a written legal declaration is needed from a legal guardian.
2. Home Visitor completes the 'custody or foster placement change' section in the Change Notification form.
3. Home Visitor emails the Enrollment Assistant a completed Change Notification form, the new application filled out by the parent/guardian, and legal guardian/foster placement paperwork.
4. The Home Visitor will complete a new registration packet.
5. The Home Visitors will need to send the completed application to the Enrollment Assistant within seven days of knowledge of the change in custody or foster placement.

Forms Referenced:

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