

## Coffee Creek - Local Designed Option Recruitment and Enrollment

### Head Start Performance Standards

---

§ 1302.13

§ 1302.15

### Recruitment

---

- The Family Advocate maintains weekly recruitment efforts, including responding to written communication from adults in custody (AIC) called “KYTE’s,” visiting intake unit and interested mothers in the medium and minimum facility. Incoming AICs will receive information on eligibility and application processes for the Coffee Creek Head Start Program.
- Eligibility includes:
  - Living in minimum facility
  - Gate Cleared
  - Child lives within an hour of Coffee Creek Facility
  - Transporter(s) identified to bring child Tuesdays and Thursdays 9am and pickup 12:30pm
- Family advocates will track enrollment processes on the Coffee Creek Recruitment Checklist spreadsheet.
- An AIC with an age-eligible child may also inform her counselor of her interest in the program or may send a KYTE, expressing interest to the Family Advocate. The Family Advocate will meet with the mother and call the caregiver, to explain the program requirements and the Department of Corrections process for approval.
- The Family Advocate visits the medium and minimum facility living units regularly to meet AICs complete the first contact questionnaire and to gather or communicate any updates in the enrollment process.
- The Family Advocate monitors release dates of women currently participating to find replacements in a timely manner.
- The Family Advocate distributes flyers describing the Coffee Creek Head Start program and how to apply throughout the medium and minimum-security prison common areas. The Family Advocate submits information about the program to be published monthly in the correctional facility’s “Coffee Talk” newsletter.
- When a family is involved with the Department of Human Services. The Family Advocate will make outreach to the DHS caseworker to gain information on case plan goal
- If the case plan is severance and adoption services will not be offered
- If the case plan is reunification the Family Advocate will identify if the child is living within an hour of Coffee Creek Facility and may proceed with the enrollment process. As soon as Coffee Creek has an opening, the Family Advocate will determine with Enrollment team to confirm who gets priority to enroll in HS/EHS program from the waitlist.

### Application

---

- Once all recruitment measures have been met, Family Advocate requests final approval for mother/AIC to participate in Coffee Creek Head Start program from DOC counselor and management staff.

## Community Action Head Start Washington County, Oregon

- Once eligibility and DOC approval is established the Family Advocates will complete application first with parent at Coffee Creek then with the legal guardian (DHS or family)
- Coffee Creek Family Advocates must complete the following according to the custody situation:
  - If the child is not placed in the foster care, Coffee Creek Family Advocate will complete an income verification statement with legal guardians, to include income made either biweekly or annually.
  - If the child is in foster care, Coffee Creek Family Advocate needs to obtain the Foster care placement letter either from DHS caseworker or foster parents.
- Coffee Creek Family Advocates email the application with the income information or the Foster care placement letter to the enrollment office at HMSC. As soon as the enrollment program assistant receives the application, she is going to notify Coffee Creek Family Advocate and Program Service Area Supervisor that indicates the application received.

### Enrollment Process

---

The Program Assistant will work closely with the Family Advocate to process paperwork in a timely manner as vacancies occur. Full enrollment is dependent on inmate participation in accordance with Coffee Creek selection process.

#### Enrollment for Continuing Children

1. Continuing children are identified prior to the start of the new program year and are re-enrolled first.
2. If a child is moving from Early Head Start to Head Start within the Coffee Creek Program, they must first re-qualify for Head Start. If they qualify, then they are re-enrolled as a continuing child.
3. The Coffee Creek Family Advocates meet with caregivers at Coffee Creek to update registration forms. If information has changed, caregivers must fill out new forms.

#### Enrollment for New Eligible Children

1. When Family Advocate contacts family to verify income or DHS for placement letter, they will schedule a registration home visit.
2. The Family Advocate will communicate with enrollment program assistant the scheduled registration home visit date and the child's scheduled first-class day.
3. Enrollment program assistant will complete the eligibility information in ChildPlus, including enrollment notes.
4. After the application is processed, the enrollment program assistant changes the application status in ChildPlus from **New** to **Accepted**.
5. After the registration home visit with the caregivers, Family Advocate will re-fax the application to include the guardian/caregiver signatures.
6. Enrollment program assistant will send file to Coffee Creek.
7. As soon as the child starts, the Coffee Creek Family Advocate will send the child's first day to the Program Assistant.
8. The Program Assistant changes the application status in ChildPlus from **Accepted** to **Enrolled**.

#### Vacancies during the program year

The Family Advocate will recruit mothers throughout the program year as vacancies must be filled within 30 days after the spot becomes available. ***The process to fill vacancies during the program is the same as the process of Enrollment for New Eligible Children.***

## **Community Action Head Start Washington County, Oregon**

### **Transition Process**

---

Transition planning for the child after the mother's release from prison is included as part of the curriculum. The Coffee Creek staff assist the mother in finding an Early Head Start or Head Start program in the county where she will live after her release. Support is also given to a participating child and mother who is transitioning into Kindergarten.

- The Family Advocate offers to contact the appropriate program to assist in a smooth transition to a new program placement.
- The Family Advocate and the child's caregiver work together to compile all necessary information to assist in a smooth transition of records to the child's new program. The Family Advocate ensures that the child and parent are given sufficient information to prepare for the transition.

If child placement changes while in program, in cases of DHS involvement, Head Start services/participation will discontinue until a mandatory meeting is held. The meeting should include Coffee Creek Family Advocate, DOC Counselor, and DHS Caseworker. The decision will be made regarding the appropriateness of the mother and child continuing the program. Head Start will follow DHS and/or Permanent Guardians recommendations. This meeting also will allow time for HS paperwork to be updated.

- The Family Advocate will notify the DOC, including the mothers DOC Counselor, of the decision in a timely manner.
- The Family Advocate and the child's caseworker will work together to compile all necessary information to assist in a smooth transition to new placement.
- With DHS involved cases when a determination to have mother and child discontinue the HS program, the "Goodbye Celebration", offered to mothers when they transition out of our program, will not be offered.

### **Dropping from the Program**

If a currently enrolled child is no longer attending, the Family Advocate notifies the Program Assistant of the vacancy by completing the ending PIR in ChildPlus and sending the child's file along with the child's drop notification.