

# Head Start Eligibility

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## Objectives

Head Start Program Performance Standard (HSPPS) 1302.12 (m)(1) states, “a program must train all governing body... on applicable federal regulations and program policies and procedures.” In accordance with revised HSPPS 1302.12, grantee agencies are required to establish an understanding with the Governing Body on Community Services Bureau’s (CSB) policies with regards to the following:

- Methods of collecting complete and accurate eligibility information
- Strategies for treating families with dignity and respect
- Individuals who attempt to provide or intentionally provide false information

## Eligibility Determination

Complete and accurate eligibility information is collected through one-on-one interviews with families. To assist families in obtaining reliable information for eligibility purposes, consent forms are utilized in order to contact third parties. CSB staff must collect and maintain documentation in order to make a determination of eligibility for each applicant based on the following Head Start eligibility criteria:

- Child Age
- Family Income
- Homelessness
- Foster Care

## Confidentiality

CSB has policies to ensure confidentiality of all sensitive information.

- Child files are maintained in locked cabinets with access logs used.
- All staff review and sign CSB’s Confidentiality Policy.
- Mandatory staff training on requirements of the Health Information Portability Accountability Act (HIPAA).

## Code of Conduct

Staff, consultants, and volunteers sign CSB’s Code of Conduct which states:

- The unique identity of each child and family will be respected and promoted.
- Staff will not intentionally violate federal program eligibility determination regulations by enrolling pregnant women and children that are not eligible to receive services.
- Failure to adhere to these policies may be cause for disciplinary actions up to and including termination.

## Caregiver’s Responsibility

Caregivers applying for services are responsible for providing true and accurate information for the purposes of eligibility determination.

- Application for Services- Caregivers sign declaring under penalty of perjury that the information is true and correct to the best of their knowledge.
- Family Handbook- Parent sign acknowledging that they were adhere to policies listed therein, including the acknowledgment that slot for childcare services may be vacated for falsification of information on enrollment forms.

## Family Support

CSB ensures that all families are treated with respect and dignity.

- Individualized enrollment process allows for in-person interviews and need assessments.
- Comprehensive Services such as family support begins during the eligibility process.
- On an ongoing basis, support is provided through family partnership agreements, family meetings, Mental Health Unit services and referrals.