

Head Start Monthly Report October 2023

Conduct of Responsibilities –

Each Head Start agency shall ensure the sharing of accurate and regular information for use by the **Governing Body and Policy Council**, about program planning, policies, and Head Start agency operations, including:

- (A) Monthly financial statements, including credit card expenditures;
- (B) Monthly program information summaries
- (C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) The financial audit;
- (F) The annual self-assessment, including any findings related to such assessment;
- (G) The communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) Communication and guidance from the Secretary;

In accordance with the New Head Start Performance Standards that went into effect on November 7, 2016:

1301.2 (b) Duties & Responsibilities of the Governing Body -

(1) The governing body is responsible for activities specified at section 642©(1)€ of the Head Start Act.

(2) The governing body must use ongoing monitoring results, data on school readiness goals, and other information described in 1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.

Please see Program Information Summary & attachments to this monthly report for monitoring reports.

A. Monthly Financial Statements including credit card expenditures: \$1587.33			
9/4/23	\$101.00	Fairgrounds	Recruitment
9/18/23	\$56.62	Pizza Hut	PC meal
9/18/23	\$30.00	American Airlines	A Esser
9/19/23	\$30.00	Metro	A Esser
9/21/23	\$6.11	UVC Washington	A Esser
9/22/23	\$10.00	Metro	A Esser
9/22/23	\$30.00	American Airlines	A Esser
9/25/23	\$60.00	Dayton Internatl	A Esser
9/23/23	\$1,263.60	Hyatt Crystal City	A Esser

B. Program Information Summary

District affiliated events Director participated in include: Board meeting, Admin mtg,

External committees / meetings affiliated with Head Start – Weekly Directors meetings, OHSAI Executive Board, OHSAI Futures Group, OHSAI Community of Learners Director, OHSAI Regional Meeting, NHSA FLI presentation prep meetings, Presenter for 2 sessions at NHSA FLI, congressional Hill visits with Senators Vance & Brown, Congressman Davidson & Jordan, NHS call for possible government shutdown, NHSA Executive Leadership Group meeting,

Internal committees / meetings – Policy Council meetings, Administrative meetings, NHSA, Discussion with Treasurer regarding budgets, Recruitment, Monthly call with Regional Office (OHS), PC nomination and election meeting, Staff meeting to address government shutdown, playgrounds, child incidents, and other grant recipients investigating service area, meeting with financial consultant to plan for end of year spending, meeting with Family Engagement team, meeting with tech support to discuss future planning and purchases of tech infrastructure, meeting with Carl Huber to discuss schematics of 1303 renovation project

Trainings provided – Presented on COLT for ECE in the community

Training received – Mtg w/ CORS to learn more about 1303 planning, Salary & wage planning with HHWP, OHS Workforce Wednesday

Recruitment Report – The program continues to enroll eligible children as they contact the program. Annual recruitment plan begins in January. Revisions to the plan occur in December.

Community Partnerships – Director is currently in process of updating MOUs with community agencies.

Education – 1 HT vacancy being covered by a TA, TA position left unfilled at the beginning of the year due to Head Start employee bidding on a position with the school district.

Family Engagement – Policy Council elections were conducted. DOGS and MOMs groups underway. Currently have 1 parent in the OHSAI Parent Ambassador program.

Health – 14 children excluded for not having a physical within first 30 days, 75 children need dental examinations

Mental Health – 36 referrals were made to the Mental Health Consultant

Disabilities – 17 children are currently be served on IEPs

C. Enrollment / Attendance

Cumulative enrollment reported is 123

Enrollment by Program Option:

Half Day PY Head Start	44
Full Day School Year Ed Complex	60
Full Day School Year Rockford	12

Attendance by Program Option:

Half Day PY Head Start	87%
Full Day School Year Ed Complex	88%
Full Day School Year Rockford	86%

D. CACFP report – CACFP claimed meals

Month Served	September 2023
Total Days Attendance	Rockford - 17 Part Day programming - 17 Ed Complex Full day Programming - 19
Total Breakfast	1409
Total Lunches	1592
Total Snacks	1254
Total Meals	4255

E. Financial Audit –

F. Annual Self-Assessment

- Completed May 2023

G. Community Assessment

- Reaching out to WSU for a comprehensive assessment

H. Communication and guidance from the Secretary

- PIs, IMs – see attached

Attachments to report:

Director is asking for the approval of attached Subpart A service plans and coinciding policies.

Respectfully submitted,

Amy Esser
Executive Director

Actual Monthly

HEAD START - 2023 GRANT

	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
REVENUE													
Federal Revenue	163,000.00	148,000.00	148,000.00	108,000.00	117,000.00	113,000.00	120,000.00	109,000.00	135,000.00	180,000.00			1,174,000.00
CACFP Revenue		17,763.20		12,281.86	13,292.68	9,976.12	8,854.54		575.52	1,314.60			61,656.52
Other Local													
Refund prior year exp													
Board advance													
Total	163,000.00	165,763.20	165,763.20	121,281.86	130,292.68	122,976.12	234,754.22	109,000.00	135,575.52	181,314.60			1,235,058.32
EXPENDITURES													
Salary	75,584.14	72,269.60	72,083.52	68,744.14	67,974.10	60,092.81	61,182.09	64,626.49	101,283.52	71,169.95			715,010.36
Fringe Benefits	61,409.66	59,382.85	44,531.02	43,124.51	42,030.50	41,634.12	42,433.13	52,433.82	50,500.66	40,857.23			478,537.50
Programing	15,961.28	4,467.17	4,392.64	5,701.51	4,059.73	12,946.64	6,170.49	3,405.76	6,043.39	5,507.63			70,556.24
Supplies	7,682.57	10,412.48	2,444.03	10,293.74	9,930.40	12,766.61	2,853.24	6,088.39	2,844.11	11,498.50			76,704.27
Capital Outlay													
Other Expenditures	2,000.00		238.00	75.00	1,000.00	621.00				1,180.00			5,114.00
PA22 subtotal	162,537.65	146,532.10	123,689.21	127,938.90	124,994.73	128,051.38	114,558.95	126,534.46	160,671.68	130,213.31			
Training & Technical Services (job code 400)													
Training & technical serv (OBJ 419)		1,270.50	1,375.00	420.00	348.70		148.00	5,086.00					8,649.20
Staff out of town travel (OBJ 439)			2,044.72	433.71	610.49	1,922.09		2,656.51	648.79	816.73			9,133.04
Subtotal Purch Service		1,270.50	3,419.72	853.71	960.19	1,922.09	148.00	7,742.51	648.79	816.73			17,782.24
Training & Technical Supplies													
Training & Tech Supplies				105.00	287.34	496.61		60.82					951.77
Subtotal Supplies				105.00	287.34	496.61		60.82					951.77
T&TA -PA20		1,270.50	3,419.72	958.71	1,247.53	2,420.70	148.00	7,803.33	648.79	816.73			
Return of Board Advance													
TOTALS	162,537.65	147,802.60	127,108.93	128,897.61	126,242.26	130,472.08	115,006.95	134,337.79	161,320.47	238,929.72			1,303,687.86
										108,899.68			1,473,656.06
													1,473,656.06
													1,384,756.38
													1,303,687.86
													Emp less CALEPS & return of advance

131,030.04

HEAD START - 2023 GRANT

525-9923

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	2,002,713.00	-	2,002,713.00	1,864,750.00	337,963.00
CACFP Revenue	-	115,000.00	115,000.00	99,058.52	15,941.48
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	2,002,713.00	115,000.00	2,117,713.00	1,763,808.52	353,904.48

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	As of 09/30/2023 ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	989,588.00	-	989,588.00	851,010.36	138,577.64	-	138,577.64
Fringe Benefits	746,723.00	-	746,723.00	568,537.50	178,185.50	2,743.75	175,441.75
Programming	184,655.00	-	184,655.00	160,446.24	24,208.76	33,901.07	(9,692.31)
Supplies	192,929.00	-	192,929.00	112,004.27	80,924.73	31,344.37	49,580.36
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	11,186.00	-	11,186.00	6,914.00	4,272.00	-	4,272.00
PA22 subtotal	2,125,081.00	-	2,125,081.00	1,698,912.37	426,168.63	67,989.19	358,179.44
Training & Technical Services							
Training & technical serv (job code 400)	11,863.00	-	11,863.00	12,249.20	(386.20)	1,110.00	(1,496.20)
Staff out of town travel	19,552.00	-	19,552.00	11,743.04	7,808.96	3,176.96	4,632.00
Subtotal Purch Service	31,415.00	-	31,415.00	23,992.24	7,422.76	4,286.96	3,135.80
Training & Tech Supplies	2,009.00	-	2,009.00	1,401.77	607.23	419.65	187.58
Subtotal Supplies	2,009.00	-	2,009.00	1,401.77	607.23	419.65	187.58
T&TA -PA20	33,424.00	-	33,424.00	25,394.01	8,029.99	4,706.61	3,323.38
Return of Board Advance	-	-	-	-	-	-	-
TOTALS	2,158,505.00	-	2,158,505.00	1,724,306.38	434,198.62	72,695.80	361,502.82

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

39,502.14

Jan-Dec 2022 Hidden columns

35,759.52	2,154.54	1,911.53	1,743.33	15,904.36	74,533.40	781.02	1,276.12	781.02
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REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
ARP	189,047.00	-	189,047.00	119,737.48	69,309.52
CRRSA	47,553.00	-	47,553.00	36,934.07	10,618.93
Other Local	-	-	-	-	-
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
Total	236,600.00	-	236,600.00	157,452.57	79,147.43

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	109,771.00	-	109,771.00	113,380.78	(3,609.78)	-	(3,609.78)
Fringe Benefits	18,520.00	-	18,520.00	19,215.81	(695.81)	-	(695.81)
Programming	19,335.00	-	19,335.00	1,294.96	18,040.04	17,483.00	557.04
Supplies	88,974.00	-	88,974.00	22,780.00	66,194.00	64,850.00	1,344.00
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	-	-	-	-	-	-	-
PA22 subtotal	236,600.00	-	236,600.00	156,671.55	79,928.45	82,333.00	(2,404.55)
Training & Technical Services							
Training & technical serv (job code 400)	-	-	-	-	-	-	-
Staff out of town travel	-	-	-	-	-	-	-
419	-	-	-	-	-	-	-
439	-	-	-	-	-	-	-
Subtotal Purch Service	-	-	-	-	-	-	-
Training & Tech Supplies							
Subtotal Supplies	-	-	-	-	-	-	-
T&TA -PA20	-	-	-	-	-	-	-
Return of Board Advance	-	-	-	-	-	-	-
TOTALS	236,600.00	-	236,600.00	157,452.57	79,147.43	82,333.00	(3,185.57)

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES

0.00

AMY ESSER 5563-7580-0004-9768	CREDITS \$0.00	PURCHASES \$1,587.33	CASH ADV \$0.00	TOTAL ACTIVITY \$1,587.33
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ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-04	09-01	55436873245122454560504	MERCER COUNTY FAIRGROU CELINA OH	101.00
Total Purchasing Activity				\$101.00

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-18	09-14	52704873258400005000014	PIZZA HUT 12757 CELINA OH	56.62
09-18	09-17	55417343261872610183940	AMERICAN 0010267214642 PHOENIX AZ ESSER/AMY DEPART: 09-17-23 P.O.S.: SALES TAX: \$0.00 DAY AA L DCA	30.00
09-19	09-17	05436843261200053213597	METRO 045-CRYSTAL CITY ARLINGTON VA	30.00

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Continued on next page.

INDIVIDUAL CARDHOLDER ACTIVITY

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-21	09-20	55432863263204480832875	SQ *UVC WASHINGTON DC P.O.S.: 00023058430184363 SALES TAX: 0.00	6.11
09-22	09-20	05436843264200059341779	METRO 059-CAPITOL S WASHINGTON DC	10.00
09-22	09-21	55417343265872650220038	AMERICAN 0010267456268 PHOENIX AZ ESSER/AMY DEPART: 09-21-23 P.O.S.: SALES TAX: \$0.00 DCA AA N DAY	30.00
09-25	09-21	22303793265001451269258	99938 - DAYTON INTERNA VANDALIA OH P.O.S.: P94005310 SALES TAX: 1.80	60.00
09-25	09-21	52704873265722424513090	HYATT REGENCY CRYSTAL ARLINGTON VA 29287032 ARRIVAL: 09-17-23	1,263.60
Total Travel Activity				\$1,486.33

CONNIE ROSE
5563-7580-1236-5418

	CREDITS \$0.00	PURCHASES \$21,554.70	CASH ADV \$0.00	TOTAL ACTIVITY \$21,554.70
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ACCOUNTING CODE:

Category	Rate	Hours	Total	Comments
Policy Council	43.37	4.25	184.33	
At- Home Activities				
Anchors Away	18.65 / HR			School not in session
Captain's Crew	18.65 / HR			
Lighthouse Leaders	18.65 / HR			
lakeside Learners	18.65 / HR			
Turtle Troop	18.65 / HR			
Starboard Seacaptains	18.65 / HR			
Rockford	18.65 / HR			
Total				
HSAC				
NURSING STUDENTS				
KITCHEN	13.76			
PARENT VOL	18.65			
COMMUNITY VOL	18.65			
TOTAL				
FOUR U				
DONATED GOODS				
TOTAL				
ECE FUNDING			4333.34	
UTILITIES			2142	
TOTAL			6475.34	
CCS PERSONNEL SUPPORT				
IT DIRECTOR			737.34	
ASST TREASURER 1			506.34	
ASST TREASURER 2			373.09	
SUPT SEC			444.17	
CUSTODIAL SRVCS			2520.25	
MAINTENANCE			1261	
TOTAL			5859.02	
CCS FRINGE			524.17	
CCS BENEFITS			6359.95	
			6919.76	
HALEY THOMAS			4657.59	
MOMENTUM				
TOTAL			24,096.04	
YTD TOTAL			206,477.76	

Head Start Program Performance Standard Reference 1302 Program Operations	Head Start Act	Performance Standard	Action Plan	Policy / Procedure	Responsibility	Form
1302.1 – Overview	641A - 1) CONTENT OF STANDARDS- The Secretary shall modify, as necessary, program performance standards by regulation applicable to Head Start agencies and programs under this subchapter, 645 - The Secretary shall by regulation prescribe eligibility for the participation of persons in Head Start programs assisted under this subchapter 648 - Staff Qualifications and Development	This part implements these statutory requirements in Sections 641A, 645, 645A, and 648A of the Act by describing all of the program performance standards that are required to operate Head Start, Early Head Start, American Indian and Alaska Native and Migrant or Seasonal Head Start programs. The part covers the full range of operations from enrolling eligible children and providing program services to those children and their families, to managing programs to ensure staff are qualified and supported to effectively provide services. This part also focuses on using data through ongoing program improvement to ensure high-quality service. As required in the Act, these provisions do not narrow the scope or quality of services covered in previous				

		regulations. Instead, these regulations raise the quality standard to reflect science and best practices, and streamline and simplify requirements so programs can better understand what is required for quality services.				
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, an		(a) Service area – (1) a program must propose a service area in the grant application and define the area by county or sub-	Mercer County Head Start has determined that the service area is Mercer County. However, MCHS may choose to expand the	Board of Education Policy Council Director	SF 424	

d resources		county area, such as a municipality, town, or census tract or jurisdiction of a federally recognized Indian reservation.	service area based upon a community needs assessment and to ensure Head Start services are available in the neighboring geographic areas.			
		(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 specific in paragraph (a) (1) (i) of this section, and that area is also served by another program, the tribe may serve children	MCHS does not operate in or near area described in the standard.			

		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.		MCHS assigns and indicates the service area through application / amendment in the Head Start Enterprise System.	Board of Education Policy Council Director	
	42 U.S.C 11432 <u>(6)(A)</u> - Local educational agency liaison (A) Duties Each local educational agency liaison for homeless children and youths, designated under paragraph (1)(i)(ii), shall ensure that— (i) homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies;	(b) <u>Community wide strategic planning and needs assessment</u> (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,		MCHS completes a comprehensive community needs assessment at a minimum once during the 5-year grant cycle, and updates the community needs assessment annually. MCHS will ensure that all items required by the standards will be included in the community needs assessment.	Executive Director	

	(ii) homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools of that local educational agency; (iii) homeless families, children, and youths receive educational services for which such families, children, and youths are eligible, including Head Start and Even Start programs and preschool programs administered by the local educational agency, and referrals to health care services, dental services, mental health services, and other appropriate services; (iv) the parents or guardians of homeless children and youths are	ethnicity, and language 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)); (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 preschools, and the			
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	informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children; (v) public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this chapter, such as schools, family shelters, and soup kitchens; (vi) enrollment disputes are mediated in accordance with paragraph (3)(E); and (vii) the parent or guardian of a homeless child or youth, and any unaccompanied	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.				
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	youth, is fully informed of all transportation services, including transportation to the school of origin, as described in paragraph (1)(J)(iii), and is assisted in accessing transportation to the school that is selected under paragraph (3)(A).					
		(2) A program must annually review and update the community assessment to reflect any significant changes including increased availability if 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	MCHS updates the community needs assessment each year annually ensuring the availability of pre-kindergarten programs and to the extent those programs are meeting the needs of enrolled families and children, an update on homelessness, and significant changes in demographics.	Community Needs Assessment	Executive Director	

						Executive Director	
						Community Needs Assessment	
						MCHS provides services to its total funded enrollment amount based upon eligibility criteria. MCHS MAY choose to serve children from diverse economic backgrounds above and beyond its total funded enrollment amount.	
						(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.	
						(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,	
1302.12 Determining, verifying, and documenting eligibility						MCHS family engagement personnel will complete an application with each family interested in participating in the program. Family Engagement personnel consist of the Mental Health Manager and Family Advocates.	Application Process
						Family Advocates MH Mgr	COPA – Application Income Verification Form Residency Document Immunization Record

		(iii). Create an eligibility determination record for enrolled participants according to paragraph (k) of this section	All applications are to be completed in person either at the center location or at a location mutually agreed upon by staff and parents. In the case of extraordinary circumstances (i.e. state of emergencies) applications can be conducted via the use of technology. Applications are found within the program's online database system, COPA. An application consists of the demographic information of the family, income reflective of 12 months, family's residency status, proof of child's date of birth, child's immunization record, social security numbers for family members, HIPAA statement. The eligibility determination record is created within the COPA system, populating the eligibility criteria based upon the applicant's responses.			Child's birth record HIPAA statement Eligibility criteria
		(2) Program staff may interview the family over	Please see above. MCHS expects that applications are			

		the telephone if an in-person interview is not possible or convenient for the family.	to be completed in person unless there is a significant safety concern / natural / national disaster announced.			
		(3) If a program has an alternate method to reasonable determine eligibility based on its community assessment, geographic and administrative data, or from other reliable sources, it may petition the responsible HHS official to waive requirements in paragraphs (a)(1)(i) and (ii) of this section.	Please see above.			
		(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 3 years old. (2) For Head Start, a child must: (i) Be at least 3 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.	MCHS does not operate an Early Head Start program. MCHS utilizes the child's birth certificate, hospital birth record, or medical card issued by the Department of Job & Family Services to verify a child's birth date & determine a child's age. Applications will be completed on children ages 3 to 5 years old with the following stipulations:	Verifying Eligibility - Age	MH Mgr Family Advocates	COPA – Application Child's Birth Record / Birth Certificate / Medical Card

			A child must be 3 by the residing school district's kindergarten age eligible cutoff date. Celina City Schools is August 1st. Applications can be completed on children who are not yet 3 years old no earlier than 30 days prior to the child's 3rd birth date. Applications cannot be completed on children who will turn 6 years old during the planned program year. MCHS does not operate a Migrant / Seasonal Head Start program.			
		(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.		MCHS determines eligibility during the application process. Applicants are required to bring their income information reflecting a 12-month period of time. Applicants are required to communicate whether they receive TANF benefits through Department of Job & Family Services.	Verifying Eligibility - Income	MH Mgr Family Advocates COPA – Application Income Verification form Residency Document Eligibility Criteria
		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 childcare,				

		would be potentially eligible for public assistance; including TANF child-only payment, etc. 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 ©(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.	Applicants communicate their housing / homeless status utilizing the McKinney Vento definition on the program's residency document. Applicants are required to share if the child is currently in a placement outside the home that meets the definition of foster care. MCHS MAY enroll up to 10% of the current enrollment for families deemed to be over-income. These families must display a need through eligibility criteria.				
		(d) Additional allowances for programs (1) A program may enroll an additional 35% of participants whose families do not meet a criterion described in paragraph (C) of this section and whose	MCHS MAY enroll up to 35% of total enrollment of families deemed over income falling into the 101 – 130% of federal poverty guidelines.	Verifying Eligibility - Income Recruitment	MH Manager Executive Director Policy Council Board of Education	COPA – Enrollment roster COPA – Wait list Eligibility criteria	

		incomes are below 130 percent of the poverty line, if the program: (i) Establishes and implements outreach, and enrollment policies and procedures to ensure its meeting the needs of eligible pregnant women, children, and 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.	MCHS develops a recruitment plan annually that targets the most at-risk and “neediest of the needy” population in the community. Recruitment strategies are shared with all MCHS staff, community social service agencies, Policy Council, and the Board of Education. MCHS eligibility and selection criteria is designed to ensure that families most at-risk and “neediest of the needy” are selected first prior to any “over income” applicants. All children identified as categorically eligible or fall at or below 100% of the poverty line are accepted first. Remaining slots are filled in the order of highest points of the eligibility criteria with the highest overincome and lowest eligibility points being accepted last.			Recruitment Plan
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		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 © and (d) of this section; and the family's income comes primarily from agricultural work.	MCHS does not operate a Migrant or seasonal Head Start program.			
		(g) Eligibility requirements for communities with 1,000 or fewer individuals.	MCHS operates within a community of over 1,000 individuals.			

		(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. i. 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	MCHS requires families to provide a variety of options to prove the family's income. These include tax forms, paystubs, written statement from an employer, child support, social security benefits, self-employment statements, no income statements. Income statements must incorporate a 12-month block of time, either the 12 months immediately preceding the application date or the 12 months reflective in the most recent tax year. MCHS staff will conduct a thorough interview with families to determine all sources of income from the family to determine eligibility. MCHS staff will document all information on the income verification document.	Verifying eligibility - Income	MH Manager Family Advocates Executive Director	Income Verification
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		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. i.If the family can demonstrate a significant change in income for the relevant time period, program staff may consider current income circumstances.	While determining eligibility, staff is to document any significant changes in the family's income – current situation income verification should clearly state what the change in income is, the cause for it, how it impacts the family's standard of living. Staff will then utilize a formula to determine if the family would be income eligible for a 12-month period of time under the current circumstance.	Verifying eligibility - Income	MH Manager Family Advocates	Income verification Release of Information
		(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 receives public assistance or that shows the family is	While interviewing families and determining income, MCHS staff will ask families if they are currently receiving TANF / Public Assistance for childcare. If the family indicates that "yes" they are receiving assistance, MCHS will ask the family to complete a release of information to obtain verification of TANF/Public Assistance.			

		potentially eligible to receive public assistance	During the application interview, MCHS staff has the family read, review and complete the Residency Document. The Residency Document outlines and explains homeless under the <i>McKinney Vento</i> definition. To verify that a family meets the definition of homeless, MCHS staff MAY ask the family to complete a release of information for the staff to contact an individual / agency / provider.	Verifying eligibility - income	MH Manager Family Advocates	Residency Document Release of Information
		(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)(#) 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	During the application interview, MCHS will determine whether a child is in foster care, or in an out of home placement by court order. MCHS will ask for a release of information for the Child Protective Services Agency who has jurisdiction of the child to determine / verify	Verifying Eligibility - Income	Family Advocate Mental Health Manager	Release of Information Legal Documentation Court Orders

			the child's out of home placement. MCHS will accept legal documentation from the applicant at the time of application if available.			
		(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 is a change in the child's family income and there is a child with a greater need for Head Start services.	Children who are deemed eligible for the program (not including children identified as over-income) are eligible for 2 years. Children who are identified as over-income may be reconsidered year to year, ensuring that any and all eligible children are served in the program. Annually, any child identified as over-income MAY have their income re-verified for possible eligibility.	Verifying Eligibility - Income & Age	Family Advocate Mental Health Manager Executive Director	Income verification COPA
645 – Head Start or Early Head Start		2. Children who are enrolled in a program receiving funds under the authority of section 645A of the ACT remain eligible while they participate in the program.	Once a child is deemed eligible and enrolled in the program remain eligible for their duration.	Verifying Eligibility - Age & Income	MH Manager	COPA
		(3). If a child moves from an Early Head Start program to a Head Start program,	Any child transitioning from an Early Head Start program	Verifying Eligibility - Age & Income	Family Advocate MH Manager	Application packet

		program staff must verify the family's eligibility again.	will be re-verified for eligibility.			Income Verification
		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.	MCHS does not operate an Early Head Start program. MCHS will ensure that on the program's eligibility criteria, weight / points will be given to children who are transitioning from and Early Head Start program.	Verifying Eligibility - Age & Income	Policy Council Board of Education MH Manager Executive Director	Eligibility Criteria
		(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.	MCHS maintains records for all children in software database (COPA) and paper file on-site. The child's paper file is kept on site through the duration of enrollment and 1 year thereafter. The file is then stored for an additional 2 years and then destroyed. Eligibility training documentation for all staff is kept in the employee's personnel file on-site for the duration of the employee's employment.	Verifying eligibility - Age & Income	Family Advocate MH Manager Executive Director	COPA Child File (paper copy) Personnel Files

		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. (l) Program policies and procedures on violating	MCHS maintains child file records that includes eligibility verification documentation, income verification, case notes, any and all releases of information	Verifying eligibility - Age & Income Application process	Family Advocate	Child File COPA
			MCHS has adopted such policies into the personnel policy manual.	Code of Conduct	Executive Director MH Manager	Personnel Policy

		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	All MCHS staff who make any determination or assessment of eligibility verification, Board of Education members, and Policy Council members are trained on the policy.	ERSEA Eligibility Training	Executive Director	Personnel Policy Personnel file Board of Education & Policy Council Meeting Minutes
		(m) Training on Eligibility. (1) A program must train all governing body, policy council, management, and staff who determine 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,	MCHS ensures required training on eligibility is provided per the guidance of the Final Rule. Training documentation is kept in each individual staff's personnel file. Training documentation for Board of Education and Policy Council is documented in meeting minutes and attendance roster.			

		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.	MCHS provides eligibility training to all required staff within 90 days of hire.	ERSEA Eligibility Training	Executive Director	New employee orientation check off list	
		(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.	MCHS provides eligibility training to Board of Education and Policy Council annually at governance training.	ERSEA Eligibility Training	Executive Director	Board of Education & Policy Council meeting minutes	
		(4). A program must develop policies on how often training will be provided after the initial training.	MCHS provides eligibility training annually at the agency in-service prior to the beginning of the program year. MCHS may at any time determine the need for additional / individual trainings for staff.	ERSEA Eligibility Training	Executive Director	In-service training agenda	
1302.13 Recruitment of children		In order to reach those most in need of services, a program must develop and implement a recruitment	MCHS engages in a comprehensive cyclical recruitment plan that is re-	Recruitment	Management Team	Recruitment Strategy / Plan	

		process designed to actively inform all families with eligible children within the recruitment area of 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.	evaluated and implemented each January respectively. MCHS develops a marketing strategy / plan based on information gathered from the community needs assessment. MCHS partners with local community resources such as Department of Job & Family Services, WIC, Family and Children First Council, Educational Service Center, Celina City Schools, homeless shelters, mental health providers, and food banks to recruit families eligible for the program.			Recruitment materials & resources
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	MCHS reviews the eligibility criteria annually in conjunction with the Community Needs Assessment. MCHS ensures that prioritization of criteria includes income, homelessness, foster care, disabilities, and age. MCHS annually determines the other relevant risk factors to families and	Selection Criteria Community Needs Assessment	MH Manager	

		education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Act (IDEA) (20 U.S.C. 1400 et seq.) and other relevant family or child risk factors.	children. These risk factors will be considered in November. Selection Criteria is approved by Policy Council and Board of Education.			
		2. If a program serves migrant or seasonal families, it must select participants according to criteria in paragraph (1)(a) 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.	MCHS does not operate a seasonal migrant program.			
		(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	A MCHS selection criterion ensures that the age of each child is considered as well as the best placement for the child. MCHS establishes recruitment efforts and targeted population within the Memorandums of Understanding with LEAs and ESCs.	Selection Criteria	Executive Director	Eligibility Criteria Memorandum of Understanding

		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.	MCHS evaluates internal and external resources available to ensure a positive placement for children with disabilities or with chronic health conditions. MCHS will develop plans of action with families to implement services available to children with disabilities or chronic health conditions.	Plan of Action	Executive Director Early Childhood Services Director Health & Safety Manager Mental Health Manager	Case Conference Plan of Action	
		(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.	MCHS serves at a minimum 10% of total enrollment as identified children receiving IEP services. All children are screened utilizing a research and or evidence-based tool within 45 days of entry. Education staff and parents utilize screening and assessment results to determine if a child is in need for further	Services to Children with Special Needs	Executive Director MH Manager Early Childhood Services Director	IEP Referral for evaluation Memorandum of Understanding	

			evaluation. In the event that a child requires, or it is deemed necessary for further evaluation, a release of information is obtained by the parent to begin the referral process to Mercer County ESC. MCHS partners with Mercer County ESC and local school districts for IEP services to identified children.			
	2. If the requirement is paragraph (b)(1) of this section has not 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		MCHS allocates priority points to children identified with an IEP and those children suspected of having delays or disabilities.	Selection Criteria	Executive Director MH Manager	Selection Criteria
	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.		MCHS maintains a waiting list for all children who have applied for services. The database software system, COPA prioritizes the wait list based on eligibility criteria.	Enrollment	MH Manager	COPA
1302.15 Enrollment	(a) Funded Enrollment. A program must maintain its funded enrollment level and		MCHS maintains full enrollment.	Enrollment	MH Manager	COPA

		fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.	Any vacancy is to be filled within 30 days utilizing the agency waiting list.			
		(b) Continuity of enrollment. (1) A program must make efforts to maintain enrollment of eligible children for the following year.	MCHS informs families of their eligibility for a minimum of two years (with the exception of families who are over income for the program). MCHS allocates eligibility criteria points for returning children.	Verifying Eligibility - Age & Income	Family Advocates MH Manager	Eligibility Criteria
		(2). Under exceptional circumstances, a program may maintain a child's enrollment in Head Start for a third year, provided that the family income is verified again. A program may maintain a child's enrollment in Early Head Start as described in 1302.12(j) (2).	Based on a child's birth date, s/he may be eligible for a third year. The family will reapply for services including income verification.	Verifying Eligibility - Age & Income	Family Advocates	Application packet Income verification
		(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	In the event that a child is accepted / enrolled in the Head Start program and that child has been identified as homeless or placed in foster care, MCHS will make every effort to continue services even if the child leaves the service area, if these services	Continuity of Care	Family Advocates	COPA

		to a program in a different service area, as required on 1302.72(a), according to the family's needs.	meet the needs of the family.			
		(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 3% of a program's funded enrollment slots may be reserved. If the reserved enrollment is not filled within 30 days, the enrollment slot becomes vacant and then must be filled in accordance with paragraph (a) of this section.	MCHS may reserve enrollment slots for children experiencing homelessness or foster care placement. MH Manager will communicate with the Children Services Director, Mercer County Department of Job & Family Services, regularly to determine if there is a significant increase / decrease in the number of preschool children in foster care. Reserved slots that are not filled within 30 days must be filled.	Reserved Slots	MH Manager	COPA
		(d) Other enrollment. Children from diverse economic backgrounds, who are funded with other sources, including private pay, are not considered part of a	MCHS only operates a Head Start program funded through federal grants.	Enrollment	MH Manager	

		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©(1)	MCHS follows the immunization requirements set forth by the licensing agent, Ohio Department of Education & Ohio Department of Health with the exception of homeless children for whom this requirement would create a hardship.	Required immunization Record	Family Advocates Health & Safety Manager	Immunization Record COPA	
		(f). Voluntary 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.	MCHS encourages parents / guardians to participate in all aspects of the Head Start program. However, parent participation or lack thereof does not impact a child's eligibility /acceptance into the program.		Family Advocates	Parent Handbook	
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 been contacted the program within one hour of program start time, the program must attempt to contact the	MCHS has a comprehensive attendance system to ensure the whereabouts of all enrolled children is accounted for. In the event that a parent /guardian has failed to call into the center to report a child's absence & the reason for the absence, a staff member will attempt to contact the parent / guardian utilizing	Attendance	FESM Family Advocates Teaching Staff	COPA – Attendance case notes	

		parent to ensure the child's well-being.	information provided to the family engagement staff.	Attendance	Family Advocates Teaching Staff	
		(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 10% 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.	MCHS provides parents with information in regard to attendance in school and the impact on school readiness through the parent handbook, handouts, and newsletters. MCHS teaching staff to provide attendance information and how it impacts School Readiness @ each parent / teacher conference. MCHS staff work with families to develop plans to ensure children attend school every day except when the child is ill. MCHS staff conduct home visits with families to discuss the child's absence from school after 2 unexcused absences from the program. In the event that a child continues to be absent after a Family Advocate has met with a family and developed a plan ensuring the child is in attendance, a case	Attendance	Family Advocates Teaching Staff	Parent Handbook Parent Education materials COPA Case notes COPA Attendance Case Conference notes Family Engagement Monitoring tool

		conference will be scheduled between the parent / guardian, a manager, and the director to identify any additional barriers, develop a new plan of action, and to educate the parent on the consequences of continued absences. MCHS management team will review attendance of all children but a primary focus on children with a pattern of absenteeism beginning 60 days after the beginning of the program year & regularly thereafter as described on the family engagement services monitoring tool.	Attendance	MH Manager Family Advocates	COPA case notes
	(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 the slot vacant. This action is not considered expulsion as described in 1302.17.	MCHS will expend every effort to maintain contact and engagement with families who have ceased to send their child to the program. These efforts include but are not limited to phone calls, letters, and home visits.			

1302.17 Suspension & 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	MCHS utilizes many options to avoid expulsions both permanent and or temporary for each child. MCHS utilizes information gathered by the parent and teacher from the ASQ-3, ASQ – SE, DECA screens, classroom observations, and parent observations to determine the correct path of intervention for a child. MCHS engages in a series of case conferences with the parent and the comprehensive team to develop a plan to ensure the child can successfully maintain placement within the classroom. MCHS with parent permission will utilize all resources available both internal collaborative partners (mental health consultant) and external community partners to develop aforementioned plan. All referrals made to support both family & child will be documented in COPA system.	Request for Mental Health Consultation Behavior Plans	Teaching Staff Family Advocate Mental Health Services Manager Mental Health Consultant Executive Director Early Childhood Services Director	Request for Individual Observation Request for Consultation ASQ – 3 ASQ – SE DECA Individual Child Plan Case Conference COPA Referrals
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				teacher from the ASQ-3, ASQ – SE, DECA screens, classroom observations, and parent observations to determine the correct path of intervention for a child. MCHS engages in a series of case conferences with the parent and the comprehensive team to develop a plan to ensure the child can successfully maintain placement within the classroom. MCHS, with parent permission will utilize all resources available both internal collaborative partners (mental health consultant) and external community partners to develop aforementioned plan. All referrals made to support both family & child will be documented in COPA system. If the comprehensive team, which includes the parent / guardian, feels that more additional referrals are necessary to the LEA for	
	(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) 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,				

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			local LEA / ESC for further evaluation. If the child is receiving IFSP or IEP services and continues to be a serious threat to himself / herself and other children in the classroom, the comprehensive team may determine that a more restrictive environment may be the best placement for the child. MCHS will facilitate the child's transition to a new program.			
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.	MCHS does not charge any fees as a condition of enrollment for eligible families	Family Advocates MH Manager	Parent Handbook	
		(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 childcare before and after funded Head Start hours. A	MCHS only operates a federal-funded Head Start program.	Tuition	Board of Education Policy Council	Parent Handbook Personnel Policy

Mercer County Head Start Policies and Procedures

P/P Topic:	Verifying eligibility - Income	P/P #:	
Part:	1302 Program operations	PC Approval Date:	10/5/23
Subpart:	<i>A Eligibility, Recruitment, Selection, Enrollment, and Attendance</i>	Last Reviewed Date:	3/9/23
Section Title(s):	<i>Determining, verifying, and documenting eligibility</i>	Implementation Responsibility:	Family Advocates
Related Performance Standard(s):	1302.12 (c), (i)(1)(2)(3)(4)	Monitoring Responsibility:	MH Manager

(A) Policy	(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 childcare 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. ACF-IM-HS-22-03 – The Administration for Children and Families (ACF) strives to ensure that programs minimize the burden on families seeking public assistance and to coordinate benefit programs in such a way that families who are eligible for one benefit program can more easily participate in other services for which they are eligible. ACF issues the Information memorandum (IM) to set forth its interpretation of the phrase "public assistance" in Sec. 645 of the Head Start Act to include the Supplemental Nutrition Assistance Program (SNAP).
(B) Responsibility	Family Advocates
(C) Procedure	The family advocate will assist the parent / guardian in completing the income verification document. If the family is eligible for or is receiving child care benefits or other benefits deemed TANF (including SSI and SNAP), the appropriate box will be marked on the income verification form. Each family will complete a residency document. This document outlines the parameters of the <i>McKinney Vento</i> definition of

	homeless. If the family indicates that they are homeless the appropriate box will be marked on the income verification form. During the application, if the parent / guardian indicate that the child is in foster care or an out of home placement based on court order, the Family Advocate will obtain a release of information to obtain the legal documentation to verify placement. In the event that the child's placement meets the definition of foster care, the appropriate box will be marked on the income verification for. It is the responsibility of the Family Advocate to help secure this documentation once the child is enrolled in the program. During the application process the parent / guardian must provide documentation to prove the family's income or lack thereof. Documentation accepted includes: tax forms, pay stubs, written statements from employers, self-employment disclosures for the relevant time period (12 months either immediately previous to the application date or the previous calendar year tax forms), SNAP eligibility confirmation and a copy of the family's SNAP card are sufficient. *Per federal guidance, COVID (pandemic) unemployment compensation / insurance and stimulus payments are not to be counted in income. Staff are to note unemployment on the income verification document and that it is NOT counted in income. If the family reports that a significant change has happened in the relevant time period, family advocates may calculate income based on <i>current circumstances</i>. The Family Advocate will calculate the family's total income. If the total income falls at or below the federal poverty guidelines the family is deemed eligible for services. If the family's income is above the federal poverty guidelines, the family can be considered for services but is deemed ineligible. The income verification form must be reviewed and signed by a parent / guardian, and staff member completing the form. The form is then reviewed for accuracy by the Mental Health Manager and Executive Director.
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Mercer County Head Start Policies and Procedures

P/P Topic:	ERSEA Eligibility Training	P/P #:	
Part:	1302 Program operations	PC Approval Date:	10/5/523
Subpart:	<i>A Eligibility, Recruitment, Selection, Enrollment, and Attendance</i>	Last Reviewed Date:	
Section Title(s):	<i>Determining, verifying, and documenting eligibility</i>	Implementation Responsibility:	Executive Director
Related Performance Standard(s):	1302.12 m (1)(i)(ii)(iii)(2)(3)(4)	Monitoring Responsibility:	Human Resources

(A) Policy	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 for dealing with possible issues of domestic violence, stigma, 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.
(B) Responsibility	Executive Director
(C) Procedure	Staff identified as those who determine eligibility are family advocates, Mental Health Manager, and Executive Director. These staff must receive ERSEA training specifically eligibility training within the first 90 days of hire (See orientation / onboarding documentation) Others defined to meet this requirement include policy council members and school board members. These individuals must receive ERSEA, specifically eligibility training within 180 days of seating a new governing board. Training includes: income verification form, various methods to

	collect and calculate income, McKinney Vento definition of homelessness, definition of foster care / kinship care, and methods of verifying information through the use of releases of information via a 3rd party contributor. Training includes methods that support anti-bias, customer services, and privacy. Individuals are informed of the policies procedures and repercussions of individuals who attempt to commit fraud to secure placement in the Head Start program whether the offender is a parent, community member, staff member, policy council member, or board member. ERSEA training is provided to all new staff within the orientation & onboarding time period. For those individuals who are responsible for determining eligibility for the program, review training is held annually prior to the start of the traditional recruitment period. Proof of training is documented on in-service forms.
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Mercer County Head Start Policies and Procedures

P/P Topic:	Plans of Action	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	10/5/23
Subpart:	D – Health Program Services	Last Reviewed Date:	1/13/17
Section Title(s):	Collaboration and communication with parents	Implementation Responsibility:	Family Advocate, Teaching staff, HCSM
Related Performance Standard(s):	1302.41(a)(b)(1)(2)	Monitoring Responsibility:	HCSM

(A) Policy	(a) For all activities described in this part, programs must collaborate with parents as partners in the health and well-being of their children in a linguistically and culturally appropriate manner and communicate with parents about their child's health needs and development concerns in a timely and effective manner. (b) at a minimum, a program must: (1) Obtain advance authorization from the parent or other person with legal authority for all health and developmental procedures administered through the program or by contract or agreement, and, maintain written documentation if they refuse to give authorization for health services, and; (2) share with parents the policies for health emergencies that require rapid response on the part of staff or immediate medical attention. ODE Licensing 3301-37-07 (4)(c) When administering a medication, food supplement, modified diet, or fluoride supplement, the program shall: (i) Prior to administration: Secure the written instructions of a licensed physician or licensed dentist as appropriate for the administration of any medication, food supplement, modified diet, or fluoride supplement; and (ii) Each time medication is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one year. (iii) Only employees who are health professionals or who have completed drug administration training may administer medication pursuant to section 3313.713 of the revised code.
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	(iv) Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children.
(B) Responsibility	Family Advocate, Teaching staff, H & S Mgr
(C) Procedure	Family Advocate and or Health & Safety Manager: 1. Obtain a release of information for the primary physician to obtain necessary medical information. 2. Once the diagnostician report is obtained, a plan of action will be created by the H & S Mgr in collaboration with the physician and / or dentist. 3. Parents will be an integral part of the gathering of information, delivery of medical care and development and implementation of a classroom care plan with the assistance of the H & S Mgr. 4. Documentation of services will be made by utilizing regular health forms, (Administration of Medication) and in addition, children with special needs may have documentation in case notes. 5. Delivery of services to a child with special needs is performed in coordination with other specialists, family advocates, home visitors, center nurse, teaching staff as well as the child's parents. 6. A copy of the child's plan of action will be kept in the classroom, child's file, and with transportation staff. If the child's plan of action involves a modified diet, a plan is kept by the cafeteria staff. No child requiring a Plan of Action will be in the center without a signed Plan of Action in place. Staff must be trained on the Administration of Medication prior to the child attending school. Documentation of Medication Administration training is kept in the employee's file. Once medication is administered to a child the information is documented on the Administration of Medication form by the individual who administered the medication. Any deviations from the child's Plan of Action is to be reported to the parent(s) / guardian(s) immediately and documented on an incident form. The H & S Mgr and Executive Director will review the incident and decide if any further notifications are warranted. Medications required for life-saving purposes will NOT be locked, but rather "out of the reach of children". The H & S Mgr monitors administration of medication and Plans of Actions routinely as a part of the overall Health Monitoring

	Plan.
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Mercer County Head Start Policies and Procedures

P/P Topic:	Services to Children with Special Needs	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	10/5/23
Subpart:	<i>C – Education & Child Development Program Services</i>	Last Reviewed Date:	1/12/17
Section Title(s):	1302.33 Child Screening & Assessment	Implementation Responsibility:	Teaching Staff
Related Performance Standard(s):	1302.33(a)(4)	Monitoring Responsibility:	Early Childhood Services Director

(A) Policy	If a child is determined to be eligible for services under IDEA, the program must partner with parents and the local agency responsible for implementing IDEA, as appropriate, and deliver the services in subpart F of this part.
(B) Responsibility	Teaching Staff, Family Advocate
(C) Procedure	A child's disability status alone is not an eligibility qualifier that meets the definition of categorically eligible. Mercer County Head Start ensures that the program's eligibility criteria adds eligibility points for children who are identified as special needs and also children who are suspected to have a disability or developmental delay. Mercer County Head Start will participate in meetings, per parental request throughout the ETR process. If it is in the best interest of the child, Mercer County Head Start will advocate that the child remain in the Head Start program with supportive education / specialized services provided by the local ESC / LEA services. Mercer County Head Start will incorporate all aspects of the IEP into the child's services provided by the program. Family Advocates will provide all family and community engagement services to the family. Mercer County Head Start and Mercer County ESC / LEA currently have an MOU in place that outlines the specialized services offered by both programs. If Head Start is deemed to NOT be the best placement for the child due to the needs of the child or lack of resources by the program, Head Start staff will support the family in identifying and enrolling in a program that best meets the needs of the child.

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Mercer County Head Start Policies and Procedures

P/P Topic:	Enrollment	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	10/5/23
Subpart:	<i>A – Eligibility, Recruitment, Selection, Enrollment, and Attendance</i>	Last Reviewed Date:	1/13/17
Section Title(s):	1302.15 Enrollment	Implementation Responsibility:	Family Advocate
Related Performance Standard(s):	1302.15 (a)	Monitoring Responsibility:	MH Manager

(A) Policy	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) Responsibility	Family Advocate
(C) Procedure	Once an application is completed and income verified the Executive Director accepts the child into the program. The family advocate then notifies the parent either verbally or by letter that the child has been accepted and schedules an enrollment appointment. During an enrollment appointment the following items are completed: • Completion of the child’s emergency transport paperwork, identifying those individuals over 18 years old who may pick the child up from the center or can be contacted in the case of an emergency. • Bus Transportation rules • Parent Orientation • Center-based Parent contract • Parent Interest Survey • Parent Education Form • Media Consent • ASQ-3 • ASQ-SE2 • Routine Field Trip Permission Slip • CACFP Enrollment • Permission for Program Services • Release of information (if needed) • Plan of Action (if needed) Upon completion of enrollment paperwork, the Family Advocate provides the family with a start date and transportation arrangements (if needed). The family advocate will provide the parents with a physical and dental form and inform parents of the 30 day requirement for

	physicals and 90 day requirement for dentals. If the family needs a referral to a provider(s) the family advocate will furnish it. The family advocate will notify the MH Mgr to ensure services begin in the COPA system. The family advocate will inform the teacher(s) of the child's start date and any and all pertinent information. Maintaining enrollment via process of recruitment is addressed in Recruitment policy. Director is responsible to report enrollment monthly to OHS via the HSES on the 3rd of each month.
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Mercer County Head Start Policies and Procedures

P/P Topic:	Continuity of Care	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	10/5/23
Subpart:	<i>A – Eligibility, Recruitment, Selection, Enrollment, and Attendance</i>	Last Reviewed Date:	1/12/17
Section Title(s):	<i>1302.15 Enrollment</i>	Implementation Responsibility:	Family Advocate
Related Performance Standard(s):	<i>1302.15 (b)</i>	Monitoring Responsibility:	MH Manager

(A) Policy	Continuity of Enrollment. (1) A program must make efforts to maintain enrollment for 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.
(B) Responsibility	Family Advocate
(C) Procedure	Enrollment for eligible children is good for 2 years. Any child deemed over income and accepted for 1 year will be reviewed the second year for acceptance consideration. In the event that a child is age eligible to attend Head Start for a third consecutive year (meaning the child will not turn 6 during the planned program year), the child may be considered but must complete the application process which includes verification of income. For children enrolled in the program who meet the definition of homeless or placed in foster care, the family advocate will inform the family that the child's enrollment in Head Start is maintained regardless of where the family resides. In the event that a family moves out of the service area and continuation in the Head Start is no longer convenient for the family despite efforts made by the

	program and family, then the family advocate will support the family in locating another Head Start program in the service area in which the family now resides. The family advocate will provide transition services as needed for the individual family until the new Head Start program takes over.
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Mercer County Head Start Policies and Procedures

P/P Topic:	Reserved Slots	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	10/5/23
Subpart:	<i>A – Eligibility, Recruitment, Selection, Enrollment, and Attendance</i>	Last Reviewed Date:	1/16/17
Section Title(s):	1302.15 Enrollment	Implementation Responsibility:	Family Advocate
Related Performance Standard(s):	1302.15 (c)	Monitoring Responsibility:	Executive Director

(A) Policy	(1) 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.
(B) Responsibility	Family Advocate
(C) Procedure	The Executive Director is responsible for the completion and annual update of the community needs assessment. The Director will report any instances that indicate a high number of children in foster care or deemed homeless from data collected in the community needs assessment. Additionally, the Director will communicate periodically throughout the program year with the Director of Children Services and Department of Job & Family Services investigating if there is an increase or decrease in the number of children experiencing foster care or homelessness. If, there is a significant increase in the number of preschool children experiencing homelessness and foster care placement, the Director will reserve slots to ensure these identified possible enrollees have an opportunity to participate in the Head Start program. If after 30 days these reserved slots are not filled, they are to be filled with eligible applicants.

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Mercer County Head Start Policies and Procedures

P/P Topic:	Required immunizations	P/P #:	
Part:	1302	PC Approval Date:	10/5/23
Subpart:	A	Last Reviewed Date:	2/16/17
Section Title(s):	<i>Enrollment</i>	Implementation Responsibility:	Family Advocates
Related Performance Standard(s):	1302.15	Monitoring Responsibility:	H & S Mgr

(A) Policy	State immunization requirements. A program must comply with state immunization enrollment and attendance requirements, with the exception of homeless children as described in 1302.16©(1).
(B) Responsibility	Family Advocates
(C) Procedure	At the time of enrollment, parent / guardian will produce the child's most up to date immunization record. The Family Advocate will compare the child's record with the ODH required immunization guideline. If the child is up to date according to the ODH immunization guideline the child's file will be considered for acceptance. If the child's immunization record is missing required immunizations the Family Advocate will educate the parent on the need for immunizations and provide the family with a referral to their primary medical provider or Mercer County Health District. The child MAY not be considered for acceptance until the minimum immunization requirement is met. If a parent / guardian chooses to waive immunizations, the Family Advocate will contact the Health & Safety Manager. The Health & Safety manager will educate the parent on the importance of immunizations. If after the consultation the parent / guardian still chooses not to immunize their child, the parent / guardian may sign an immunization waiver. The exception to this rule is in the case of homeless children for whom the requirement may cause a hardship for entry.

Mercer County Head Start Policies and Procedures

P/P Topic:	Immunization Record	P/P #:	
Part:	1302	PC Approval Date:	10/5/23
Subpart:	<i>Subpart D – Health program Services</i>	Last Reviewed Date:	
Section Title(s):	Child health status and care	Implementation Responsibility:	Family Advocates
Related Performance Standard(s):	Performance standard # 1302.42 (b)(1)(i)	Monitoring Responsibility:	H & S Mgr

(A) Policy	(i). Obtain determinations from health care and oral health care professionals as to whether or not the child is up to date on a schedule of age appropriate preventative primary medical and oral health care, based on: the well-child visits and dental periodicity schedules as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program of the Medicaid agency of the state in which they operate, immunization recommendations from the local Health Services Advisory Committee that are based on prevalent community health problems
(B) Responsibility	Family Advocates
(C) Procedure	At the time of application, Family Advocates MUST obtain the most recent immunization record for the child. If a parent / guardian does not have a copy of the child's immunization record, the Family Advocate may obtain a release of information for any known health providers who may have the child's health records to locate the immunization record. The Family Advocate may ask the H & S Mgr to obtain immunization records through the SIIS, state system. To be accepted into the program the child must have at least the first series of immunizations as prescribed by the APA. Family Advocates record the child's immunization record into the COPA data base. Any child who is behind on immunization will have a goal established on the FPA with referrals to local providers ensuring that the child is as up to date as possible based on the child's age and APA regulations. Immunization reports are conducted by the Health & Safety Mgr. Services / enrollment / acceptance cannot be held from children who are deemed homeless because of the inability to locate / produce an immunization record. Family Advocates are to support

	families in obtaining immunization records.
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Mercer County Head Start Policies and Procedures

P/P Topic:	Attendance	P/P #:	
Part:	1302	PC Approval Date:	10/5/2023
Subpart:	<i>A Eligibility, Recruitment, Selection, Enrollment, and Attendance</i>	Last Reviewed Date:	8/11/2022
Section Title(s):	Attendance	Implementation Responsibility:	Education staff, family advocates, secretaries
Related Performance Standard(s):	1302.16(a)	Monitoring Responsibility:	MH Mgr

(A) Policy	(a) <i>Promoting regular attendance.</i> 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.
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(B) Responsibility	Education staff, family advocates
(C) Procedure	Attendance is taken as each child enters the classroom. This kept on a “hard-copy” attendance document. • Attendance is recorded within COPA by the teaching staff within the first 30 minutes of children's arrival. Children are marked "present", "absent (excused)" or "absent (not excused)" in the agency tracking system. • Absences due to child illness, Dr. appointment, or emergency/death in the family are marked as "absent (excused)". All other absences are considered unexcused. Whenever possible, staff is to document the reason for the absence in the agency tracking system. • Absences due to a child’s specialized attendance plan are to be marked as “Modified” in the COPA system. • Tracking absences are as follows: 1) Parents are to notify the agency by call or text to account for each day their child cannot attend and to explain the reason for the absence. It is the parent’s responsibility to keep their phone number current. 2) If a child is considered absent and the parent / guardian has not contacted the program within 1 hour of the start of class, then Head Start staff will attempt to contact the family. Contact includes but is not limited to phone calls, texts, emails, or home visits. 3) After 2 consecutive days or frequent intermittent days of absence with no contact with the family, an agency staff person will go to the home and leave a note asking the family to contact the agency within 2 days. 4) If there is no contact with family within 2 days of the visit to the home, a letter is sent to the family. The letter will explain agency attendance policy as well as the need to develop appropriate family support or "attendance plan" with the family to assist in making sure the child attends school on a regular basis. 5) If the child continues to be absent and there has been no contact with the family, a letter is sent to the family by the MH Mgr explaining that the child will be moved to the agency wait list by a stated date if still no family contact. • All attempts, whether calls, texts, letters, etc., are documented in the agency data base within 2 days, at the latest. All letters are scanned or pasted into the data base. <u>Attendance Plan:</u> is designed to assist and support the family in establishing regular attendance. This plan will be detailed and specific so family and agency staff is clear with the goal and action steps. The program must monitor each child’s attendance to identify trends and patterns. If any child demonstrates a pattern of chronic absenteeism (on a trajectory to be absent 10% or more), the

	program must establish an attendance plan to support the child attending school on a regular basis. To support child attendance, information is provided to the family at the time of enrollment and included in the parent handbook. As the child proceeds through the program year, and his / her attendance meets the definition of chronic absenteeism, the Family Advocate and / or MH Manager will meet with the family to develop a plan that supports regular attendance. If a child is absent on a consistent basis and staff have attempted multiple means of contact (phone calls, texts, emails, and home visits) and have not been able to communicate with the parent / guardian, the child will be moved to the waiting list after missing 10 consecutive scheduled days. A letter will be sent to the parent / guardian outlining the attempts made to the family and providing an open invitation to re-engage in the program when the family is able to do so.
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Mercer County Head Start Policies and Procedures

P/P Topic:	Request for Mental Health Consultant	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	10/5/2023
Subpart:	A. ERSEA	Last Reviewed Date:	2/16/17
Section Title(s):	<i>Suspension & Expulsion</i>	Implementation Responsibility:	Teaching Staff, Family Advocates
Related Performance Standard(s):	1302.17(3), 1302.45(a)(1)	Monitoring Responsibility:	Early Childhood Services Director, MH Mgr

(A) Policy	(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 available. (1)To support a program-wide culture that promotes children’s mental health, social, and emotional well-being, and overall health, a program must: (1) Provide supports for effective classroom management and positive learning environments; supportive teacher practices; and strategies for supporting children with challenging behaviors and other social, emotional, and mental health concerns
(B) Responsibility	Education Staff, PFCE staff, Early Childhood Services Director
(C) Procedure	<u>Process for Referral to Mental Health Consultant (before enrollment)</u> During anytime prior to enrollment of a child (application, screening day, etc), a member of the administrative team may make a referral to the MHC for observation and services. This determination can be made based on information provided by the parent / guardian and / or other service providers, observation of the child’s skills. Any child placed on a modified schedule for any reason receives a referral to the MH Consultant. <u>Process for Referral to Mental Health Consultant (after</u>

enrollment)

- *After a child has been in the program for 30 days, education staff will complete a DECA screen in the EDECA system.*

When children begin displaying behaviors of concern or who verbalize comments (threats to self or others) and cannot be redirected by typical classroom intervention strategies the following procedure will be followed:

1. Education staff will review child's ASQ-SE for any behavioral indicators shared by the parent
2. Discuss child's behavioral concerns with assigned Family Advocate (FA); inquiring as to possible mitigating factors in child's life that may be causing behaviors, case note.
3. To submit the referral for an individual observation, the teacher must enter the REFERRAL under the CHILD tab in COPA.
4. The referral reason, referred to, service area, and email notification to mental health consultant must be completed.
5. Once the MH Mgr receives the referral via email notification, the MHC will email the teacher to notify when the MHC will be observing in the classroom.
6. Prior to completing the individual observation, the MHC will speak with the teaching staff.
7. Based upon the MHC findings the process now begins the behavior plan process. Please see that policy.
8. The MHC is responsible to record notes and plans in the MENTAL HEALTH tab under CHILD in COPA.

Mercer County Head Start Policies and Procedures

P/P Topic:	Tuition	P/P #:	
Part:	1302 Program Operations	PC Approval Date:	10/5/23
Subpart:	<i>Subpart A ERSEA</i>	Last Reviewed Date:	
Section Title(s):	<i>Fees</i>	Implementation Responsibility:	Director
Related Performance Standard(s):	<i>1302.18 (b)</i>	Monitoring Responsibility:	Superintendent Treasurer

(A) Policy	(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.
(B) Responsibility	Director
(C) Procedure	Fees will not be assessed to any child for Head Start services. Mercer County Head Start in partnership with the Ohio Department of Education and Celina City Schools coordinates the Early Childhood Education (state-funded) preschool program. ECE slots are designed to serve 4-year old, PreK children whose income is 200% of the federal poverty guidelines or below. No fees will be administered to the children who meet the aforementioned eligibility criteria for ECE slots.