

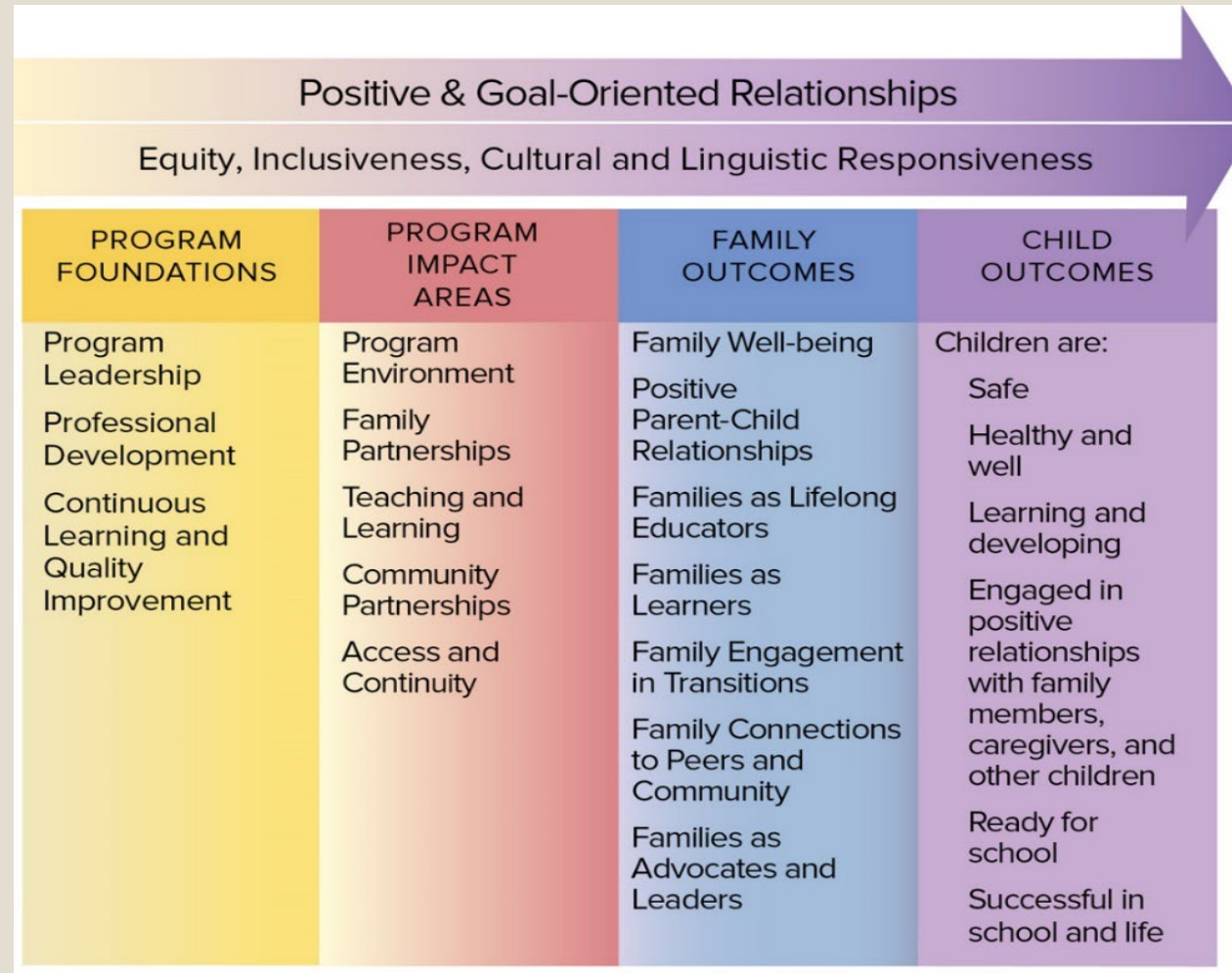
PFCE & ERSEA Training

Parent, Family, & Community Engagement (PFCE)

Eligibility, Recruitment, Selection, Enrollment, Attendance
(ERSEA)

- Eligibility Training
- Selection Criteria
- Slot Allocation

Parent, Family, & Community Engagement (PFCE)



Parent & Family Engagement

Children are the inspiration for positive, goal-oriented, parent-provider relationships.

Family members engage with their children and program staff while working together toward the family's chosen goals.

Families and staff work toward improving program goals.

Family engagement is “doing with” not “doing to or for” families.

Community Engagement

These partnerships support parents' roles as valued community members and their progress toward their goals for themselves and their children.

Community partners provide tangible child development supports and resources that families and staff want and need. These include parents' educational advancement, economic mobility, and other aspects of family well-being.

Eligibility Training Requirements

Training for staff who determine program eligibility is required at least annually; before completing enrollment applications; and within 90 days of hire for new staff.

Board and Policy Council members must receive eligibility training within 180 days of the beginning of a new term.

Head Start Eligibility Training

Staff must conduct an in-person interview with each family.

Phone interviews may be an option in rare circumstances.

Staff must verify the child's age and family eligibility; and, create an eligibility record for all families.

Eligibility - Age

Early Head Start: a child must be at least six weeks old, and younger than three years old.

Head Start Preschool: a child must be at least three years old, or turn three years old by August 15th, not be eligible for kindergarten.

Eligibility - Income

Families with income equal to or below the poverty line.

Families with incomes between 101-130 percent of the poverty line may be enrolled; however, programs must show they are meeting the needs of income and categorically eligible families and children.

Determine the eligibility of each child on the waiting list.

Eligibility - Categorical

Families eligible for public assistance (TANF, SSI, SNAP).

Children in Foster Care.

Children that are Homeless.

- Homeless is defined as individuals who lack a fixed, regular, .and adequate nighttime residence

Eligibility – Over Income

Programs may enroll up to 10% of slots for children who would benefit from services, commonly called “over-income”.

In addition, at least 10% of total enrollment must be children who have a certified disability.

As children with disabilities are not categorically eligible, our program typically allocates most over-income slots to serve children with disabilities.

Income Verification

Staff will review the previous year's tax return.

Alternative Proof of Income Form is required if other documents are used for verification (Pay Stubs, W2, 1099, unemployment statement, Social Security statement, etc.).

Staff will verify all documentation is complete and accurate before applications will be considered.

Income/Eligibility Verification

If a family reports 'no income', the program may accept the family's signed declaration, but must attempt to verify all relevant information. Third party verification may be needed but the family must provide written consent beforehand.

Proof of public assistance or legal documentation for custody cases will also be reviewed.

Parent/Family Expectations

Parents, family members, or guardians who intentionally provide false information during the application process may have their application rejected.

An enrolled child's participation in the program could be affected if it is later determined that false information was intentionally provided by parents, family members, or guardians,

Staff Expectations

All families will be treated with dignity and respect. Staff will help families feel comfortable and secure while sharing personal information during the application process.

Any staff who knowingly accepts and/or provides false information during the eligibility verification process will be subject to disciplinary action, up to and including termination.

Selection Criteria (8 categories)

Parent Status (includes homeless and foster)

Disability (confirmed/suspected)

Eligible (includes homeless and foster)

Social Service Needs (high risk, family crisis, health)

Age (includes returning child, pregnant women)

High Priority (could be numerous factors)

Duration (working parent(s))

State of Emergency (current declared emergency)

Slot Allocation

<u>County</u>	<u>Centers</u>	<u>Classrooms</u>	<u>Slots</u>
Blount	2	6	102
Cocke	5	6	102
Grainger	3	3	51
Hamblen	4	9	153
Jefferson	4	4	68
Monroe	3	4	68
Sevier	4	4	68
Union	3	3	51
Early Head Start	3	10	80