

ERSEA: Records

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



Trainer: Tammy T. Jelinek, MBA, Partner

WIPFLi^{LLP}
CPAs and Consultants

Disclaimer: No External Sharing

All rights reserved.

These materials were created and developed by Wipfli LLP. No part may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods outside of your organization, without the prior written permission of Wipfli LLP, except in the case of brief quotations and certain other noncommercial uses permitted by copyright law. For permission requests, contact gfponline@wipfli.com.

Head Start Program Performance Standards

45 CFR Chapter XIII
September 2016



U.S. Department of Health and Human Services
Administration for Children and Families
Office of Head Start



Records

§ 1302.12(k)(1) Records

Keep eligibility determination records for each participant and on-going training records for program staff.

A program may keep these records electronically.



§ 1302.12(k)(2)(i-ii) Records

Eligibility determination records must include:

- Copies of documents/statements/declarations
- Staff statement reasonable efforts to verify by:
 - Conducting either in-person or telephonic interview
 - Describing efforts made to verify eligibility
 - Collecting documents for 3rd party verification:
 - Family's written consent to contact each 3rd party;
 - 3rd parties' names, titles, and affiliations; and,
 - Info from 3rd parties regarding the family's eligibility.

§ 1302.12(k)(2)(iii) Records

Statement that identifies whether:



- Family's below income (list family size)
- Family is eligible for public assistance
- Child is homeless
- Child is in foster care
- Family meets the over-income requirement
- Family meets alternative criteria

§ 1302.12(k)(3) Records

Keep eligibility determination records:

- For those currently enrolled, as long as they are enrolled; and,
- For one year after they have either stopped receiving services; or,
- Are no longer enrolled.





www.wipfli.com/ngp

Connect with me:



www.facebook.com/WipfliNGP

Bring Wipfli to You:

Kate D. Atkins, MS
katkins@wipfli.com
608.270.2944

My Wipfli – Access to our experts:



- Regulation questions
- Audit
- Process
- Human Resource
- Technology
- Leadership

Evaluation:



Thank You!



www.wipfli.com/mywipfli