ERSEA: Aligned Monitoring System (AMS) 2.0 Focus Area 1

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

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FY20 AMS 2.0 VIRTUAL EXPO

ALIGNED MONITORING VIRTUAL EXPO

This event will give Regional Office staff, T/TA staff, and grantees all of the tools and information necessary to prepare for the upcoming fiscal year and learn about the newly enhanced Aligned Monitoring System 2.0.

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Focus Area One

Understanding the Approach to Program Services

HEAD START

Road Map to the FY 2020 Focus Area One Monitoring Protocol

This protocol will guide the discussions between the grantee and the reviewer during the Focus Area One review. It includes the topic areas for discussion, specific performance areas for assessment, and the Federal regulations associated with each area of performance. The protocol is divided into the following five topic areas:

- Program design and management
- Designing quality education and child development program services
- Designing quality health program services
- Designing quality family and community engagement program services
- Developing effective Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) strategies and fiscal infrastructure

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Focus Area One

Understanding the Approach to Program Services

HEAD START

Developing Effective ERSEA Strategies and Fiscal Infrastructure

Overview

Purpose

In this section, the grantee will describe how the program's recruitment and selection strategies are responsive to the needs of the community's eligible children and families, and the strategy for maintaining their funded enrollment level. The grantee will also provide information about the program's fiscal capacity and financial infrastructure.

Approach

The reviewer will discuss the grantee's strategy for recruiting and selecting eligible children and families. The grantee will describe the process for maintaining full funded enrollment. The fiscal representative will discuss how the program supports the accomplishment of program goals and effectively oversees program funds and property through qualified fiscal personnel and a responsive budget.

FA 1 Monitoring Protocol

Federal Regulations

1302.12 Determining, verifying, and documenting eligibility

1302.13 Recruitment of children

1302.14(a), (c) Selection process and children eligible for services under the Individuals with Disabilities Education Act (IDEA)

1302.15(a) Funded enrollment

1302.91(a), (c) Staff qualifications and competency requirements

75.308 Revision of budget and program plans

642(c)(1)(E)(iv)(VII)(aa)-(bb) Governing body responsibilities

642(c)(2)(D)(iii)-(iv) Policy council responsibilities

What We Want to Learn

Eligibility, Recruitment, Selection, Enrollment, and Attendance

PM1: The grantee enrolls children or pregnant women who are categorically eligible or who meet defined income-eligibility requirements.

1. The grantee will describe **how** staff verify eligibility and how the program maintains eligibility records, including:

    - How copies of any documents or statements, including declarations, that are necessary to verify eligibility are collected and maintained. 1302.12(k)(2)(i)
    - How program staff make reasonable efforts to verify eligibility by conducting either an in-person or telephone interview with the family. 1302.12(k)(2)(ii)
    - How program staff collect statements that identify whether the family or pregnant women meet the following eligibility requirements. 1302.12(c)(1)-(2); 1302.12(d)(1); 1302.12(e)(1)(iii):
        - Income is equal to or below the poverty line
        - Receiving or is eligible to receive public assistance (Supplemental Security Income and Temporary Assistance for Needy Families)
        - Homeless
        - Foster care
        - Included in the 10% of children enrolled in the program above the income threshold

What We Want to Learn

Eligibility, Recruitment, Selection, Enrollment, and Attendance

PM1: The grantee enrolls children or pregnant women who are categorically eligible or who meet defined income-eligibility requirements.

- o Included in the 35% of children who are not categorically eligible whose family income is between 100% and 130% of poverty

Note: For tribal programs, there are additional allowances provided under 1302.12(e).

2. The grantee will describe how the program ensures staff verifies and reviews all of the documents available for determining eligibility. 1302.12(a)(ii)
3. The grantee will discuss the procedure for managing over-income applicants.
4. The grantee will describe the process for validating the accuracy of the initial determination of eligibility.
5. The grantee will describe how the program ensures that staff receive ERSEA training and comply with eligibility determination regulations, including having policies and procedures in place to describe actions taken against staff who violate these regulations. 1302.12(l)-(m)

PM2: At least 10% of the grantee's total funded enrollment is filled by children eligible for services under IDEA or the grantee has received a waiver.

1. The grantee will share the percentage of children enrolled under IDEA, or that the grantee has received a waiver. 1302.14 (b)(1)

Enrollment Verification

PM3: The grantee maintains and tracks full enrollment for all enrolled participants.

1. The grantee will describe the process for determining when a slot is vacant.
2. The grantee will describe the process for removing children or pregnant women who have not attended for 30 days from the enrollment numbers reported in HSES. 1302.15(a)
3. The grantee will describe the process for filling slots that have been vacant for 30 days and will provide data on the number of vacant slots, the length of time vacant, and the description for why the slot is vacant. 1302.15(a)
4. The grantee will describe the availability and use of a waitlist that ranks children according to the selection criteria. 1302.14(c)

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Evaluation:

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Thank You!