

Aligned Monitoring System (AMS) 2.0 Focus Area 2

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



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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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FA 2 Monitoring Protocol



Understanding Performance for Continuous Program Improvement



FY 2020 Focus Area Two Monitoring Protocol



Purpose

The Focus Area Two (FA2) review is an opportunity for grantees to demonstrate their effectiveness in implementing a high-quality program to promote positive outcomes and school readiness for children and their families. This focus area is designed to broaden the Office of Head Start's (OHS) understanding of each grantee's performance and to determine if programs are meeting the requirements of the Head Start Program Performance Standards (HSPPS), Uniform Guidance, and the Head Start Act.



Road Map to the Focus Area Two Protocol

This protocol will guide the discussions between the grantee and reviewers during the FA2 review. It includes areas of discussion, specific performance measures, and the associated Federal regulations.

The protocol is divided into the following six sections:

- Program Management and Quality Improvement
- Education and Child Development Services
- Health Program Services
- Family and Community Engagement Services
- Fiscal Infrastructure
- Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)

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Focus Area Two

Understanding Performance for Continuous Program Improvement



Monitoring ERSEA: Eligibility, Selection, Enrollment, and Attendance

Overview

This section focuses on how the grantee ensures compliance with Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) program requirements. Specifically, the grantee will provide child files to enable the reviewers to monitor that eligible children and families are receiving Head Start services. The grantee will also demonstrate the program's process for ensuring the program remains fully enrolled.

Federal Regulations

- 1302.12(c)-(e); (k)-(m) Determining, verifying, and documenting eligibility
- 1302.14(b) Children eligible for services under IDEA
- 1302.15(a) Enrollment

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What We Want to Learn

Determining, Verifying, and Documenting Eligibility

A reviewer will assess a sample of child files for enrolled children and pregnant women to understand the program's eligibility determinations, including the supporting documentation used to verify eligibility.

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

1. The grantee will demonstrate 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
 - 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).

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2. The grantee will demonstrate the process for staff verifying and reviewing all of the documents available for determining eligibility. 1302.12(a)(ii)
3. The grantee will demonstrate the process for managing over-income applicants.
4. The grantee will demonstrate the process for validating the accuracy of the initial determination of eligibility.
5. The grantee will demonstrate how the program delivers ERSEA training to staff and complies 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)

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Attendance

PM 3: The grantee monitors and uses attendance data to support families in promoting individual child attendance and inform program improvements where monthly attendance rates indicate systematic attendance issues.

1. The grantee will share the system for tracking child attendance data with the reviewer and will describe how the program monitors individual child attendance and the program's monthly average daily attendance.
 - a. The grantee will describe how the program ensures children are safe when they are absent from the program. 1302.16(a)(1)
 - b. The grantee will describe how the program collaborates with parents to provide support and promote their child's attendance in the program. 1302.16(a)(2)
 - c. The grantee will describe how the program monitors monthly average daily attendance rate data and implements timely changes, where needed, to address systematic issues that impact children's attendance in the program. 1302.16(b)

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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 provide documentation to support the number of children enrolled under IDEA, or that the grantee has received a waiver. 1302.14 (b)

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Enrollment Verification

PM3: The grantee maintains and tracks enrollment for all participants, including pregnant women.

1. The grantee will provide documentation of the policies for determining when a slot is vacant.
2. The grantee will demonstrate 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 demonstrate the process for filling slots that have been vacant for 30 days and will provide documentation 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 provide the source documentation (including attendance data) for the last 4 months of enrollment numbers submitted to HSES.
5. The grantee will share the availability and use of a waitlist that ranks children according to the selection criteria. 1302.14(c)



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Thank You!