

ERSEA: Verification Requirements

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



Trainer: Tammy T. Jelinek, MBA, Partner

WIPFLi^{LLP}
CPAs and Consultants

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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



45 CFR 1302 Subpart A – Eligibility

§ 1302.12 Determining, Verifying, and Documenting Eligibility

(a) Process overview



In person interview, verify info, create eligibility determination records



Can offer telephonic interview, if in-person interview not possible or convenient for families



WAIVER: If the program has an alternative method based on community assessment or data it may request HHS waive the requirements for in person interview, verifying age, verifying eligibility

§ 1302.12 Determining, Verifying, and Documenting Eligibility

(i) Verifying eligibility



(1) Verify eligibility based on income program staff must:

- ✓ Use tax forms
- ✓ Use pay stubs
- ✓ Use other proof of income for the relevant time period

§ 1302.12 Determining, Verifying, and Documenting Eligibility

(i) Verifying eligibility



(1)(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
- Use information provided to calculate total annual income with appropriate multipliers.

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(i) Verifying eligibility



(1)(ii)
Family reports no
income for the
relevant time period,
a program may:

- ❑ Accept family's signed declaration:
 - Staff describes efforts made to verify the family's income; and,
 - Staff explains how the family's total income was calculated; or,
 - Seeks information from 3rd parties, with family written consent.
 - Staff adheres to program safety/privacy policies and procedures.

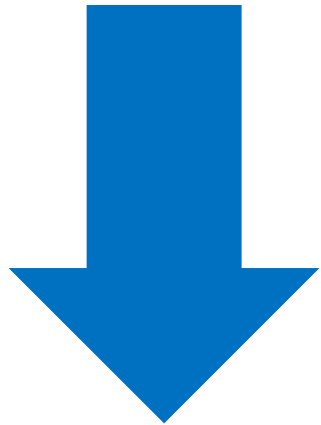
§ 1302.12 Determining, Verifying, and Documenting Eligibility

(i) Verifying eligibility



(1)(iii)

If the family can demonstrate a significant change in income for the relevant time period, program staff may consider current income circumstances



§ 1302.12 Determining, Verifying, and Documenting Eligibility

(i) Verifying eligibility

(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 either receives public assistance or
- ❑ That shows the family is potentially eligible to receive public assistance

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(i) Verifying eligibility

(3)

To verify a family is homeless, a program may accept a written statement or documentation:

- ❑ From a homeless services provider, school personnel, or service agency
- ❑ Indicating homelessness
- ❑ From a public or private agency
- ❑ A declaration/information gathered on enrollment or application forms
- ❑ Notes from staff interview

§ 1302.12 Determining, Verifying, and Documenting Eligibility

(i) Verifying eligibility

(3)(ii)

If a family cannot provide one of the documents 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 child's living situation that meets definition of homeless in 1305

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(i) Verifying eligibility

(3)(iii)

May seek information from 3rd parties with first-hand knowledge about a family's living situation, with family written consent.

If given consent, program staff must adhere to program safety & privacy policies and procedures.



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(i) Verifying eligibility

(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.



Head Start Eligibility Verification Form

1. Child's name: _____
2. Child's date of birth: _____
3. Is this child eligible to participate in the program? Yes No
4. Type of eligibility interview conducted: In-person Telephone
5. Indicate the applicable eligibility criterion for this child:

<input type="checkbox"/> Homeless	<input type="checkbox"/> Other (up to 10% may fall into this category, up to 49% for AI/AN programs)*
<input type="checkbox"/> Foster care	
<input type="checkbox"/> Public assistance (TANF & SSI)	<input type="checkbox"/> Income between 100-130% FPL (up to 35% may fall into this category)**
<input type="checkbox"/> Income at or below 100% FPL	

**45 CFR 1302.12(c)(2) specifies that a program may enroll a child who would benefit from services but does not meet other eligibility requirements provided that these participants only make up to 10 percent of a program's enrollment or 49 percent in the case of AI/AN programs as described in 45 CFR 1302.12(e).*

***45 CFR 1302.12(d) specifies that a program may enroll an additional 35 percent of participants whose families do not meet any other eligibility criterion and whose incomes are below 130 percent of the poverty line.*

6. What documentation was used to determine eligibility and is included as part of the eligibility determination record?

<input type="checkbox"/> Income Tax Form 1040	<input type="checkbox"/> Unemployment documentation
<input type="checkbox"/> W-2	<input type="checkbox"/> Written statement from employers
<input type="checkbox"/> TANF documentation	<input type="checkbox"/> Foster care reimbursement
<input type="checkbox"/> SSI documentation	<input type="checkbox"/> Other, please describe: _____
<input type="checkbox"/> Pay stub or pay envelopes	

7. Staff signature: _____ Date: _____

8. Staff name: _____ Title: _____

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Kate D. Atkins, MS
katkins@wipfli.com
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