

ERSEA: Enrollment

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



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HEAD START ACT

(AS AMENDED DECEMBER 12, 2007)



U.S. Code Citation: 42 USC 9801 et seq.

Sections 635 - 657

Improving Head Start for School Readiness Act of 2007

§ Sec 642(g) Powers and Functions

A 3D rendering of the text '100%' in a bold, red, sans-serif font. The characters are thick and have a slight shadow beneath them, giving them a three-dimensional appearance. The percentage sign is also rendered in the same style.

Enroll 100%
of funded
enrollment



Maintain
active
waiting list at
all times

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 – Enrollment

§ 1302.15(a-f) Enrollment

Funded Enrollment

- Fill vacancy w/in 30 calendar days

Continuity of Enrollment

- Efforts to maintain enrollment following year
- Remain in HS for a 3rd year with income re-verification
- Service homeless or foster regardless of service area

Reserved slots

- 3% for homeless or children in foster care for no more than 30 days

Other enrollment

- Children from diverse economic backgrounds, funded with other sources including private pay, not part of funded enrollment

State immunization requirements

- Must comply with enrollment/attendance

Voluntary parent participation

- All participation, including consent to share info, not required as condition for enrollment



Full Enrollment

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-18-04	2. Issuance Date: 06/05/2018
	3. Originating Office: Office of Head Start	
	4. Key Words: Full Enrollment; Enrollment Requirements; Chronically Underenrolled	

PROGRAM INSTRUCTION

TO: All Head Start and Early Head Start Grantees, including Early Head Start-Child Care Partnership Grantees

SUBJECT: Full Enrollment Initiative

INSTRUCTION:

The Office of Head Start (OHS) is committed to preparing America's most vulnerable children to succeed by providing grantees with resources needed to deliver services to children and families in core areas of early learning, health, and family well-being. To achieve this, Head Start programs must provide services to 100 percent of the children they are funded to serve. Section 642(g) of the Head Start Act requires each Head Start agency to enroll 100 percent of its funded enrollment and maintain an active waiting list at all times with ongoing outreach to the community and activities to identify underserved populations.

This Program Instruction (PI) reiterates the importance of full enrollment. It also outlines the authority of OHS to designate an agency as Chronically Underenrolled and recapture, withhold, or reduce the base grant for programs that are not fully enrolled.

Enrollment Requirements

All Head Start grantees are required to report monthly enrollment in the Head Start Enterprise System (HSES) by program within each grant (641A(h)(2)). Reporting for the previous month is due on the seventh of each month. Grantees can make edits to reported monthly enrollment until a new reporting period opens.

A grantee must maintain its funded enrollment level and fill any vacancy as soon as possible. Grantees may report any slots that were vacant for less than 30 days as enrolled for the month. After 30 days, the slot can no longer be counted as an enrolled slot (45 CFR § 1302.15(a)).

OHS Enrollment Review

Section 641A(h)(3) of the Head Start Act requires the Secretary of the U.S. Department of Health and Human Services (HHS) to determine which agencies are operating with an actual enrollment in their Head Start and/or Early Head Start program that is less than the funded enrollment based on not less than four consecutive months of data. The count of consecutive

Full Enrollment



Questions to consider

- Are your management systems supporting your ability to adapt to changing family and community needs?
- Is the community assessment updated and used to monitor changing demographics and family needs?
- Do your internal technology, recordkeeping, and professional development systems sufficiently support the enrollment process?



Full Enrollment

Questions to consider

- Do you have adequate partnerships to spread the word and support service delivery?
- Do you have practices and policies in place that support staff retention and address staff turnover?
- Do your program options, schedule, and calendar meet the needs of families?
- Do you have a good understanding of the early childhood services offered in the community and how to partner with them?
- Do your recruitment strategies target vulnerable populations?

Full Enrollment

Questions to consider

- Have you established goals related to full enrollment based on the needs identified in your internal and external data?
- Are you working with governing body/Tribal Council and Policy Council members, community partners, Regional Office staff, and training and technical assistance (T/TA) providers to establish and implement enrollment strategies?
- Have you implemented systems to support regular attendance and ensure that staff understand the connection between attendance and enrollment?
- Do you understand the financial implications of maintaining full enrollment?
- Are you monitoring the effectiveness of your program's data system in supporting enrollment strategies, including staff data collection and analysis capabilities?
- Are your marketing strategies effectively reaching your key demographic and emphasizing the importance of an early education experience?



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Thank You!