

1305 ERSEA - Module One

This Head Start Standards Training Module includes 1305.1 - 1305.2
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Office of Human Development Services,
HHS

§ 1305.2

PART 1305—ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT AND ATTENDANCE IN HEAD START

policy concerning the charging of fees by Head Start programs. These requirements are to be used in conjunction with the Head Start Program Performance Standards at 45 CFR part 1304, as applicable.

Sec.

[57 FR 46725, Oct. 9, 1992, as amended at 61 FR 57226, Nov. 5, 1996]

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"This part prescribes requirements for determining community needs and recruitment areas."

§ 1305.2 Definitions.

(a) **Children with disabilities** means children with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments or specific learning disabilities who, by reason thereof need special education and related services. The term "children with disabilities" for children aged 3 to 5, inclusive, may, at a State's discretion, include children experiencing developmental delays, as defined by the State and as measured by

AUTHORITY: 42 U.S.C. 9801 *et seq.*
SOURCE: 57 FR 46725, Oct. 9, 1992, unless otherwise noted.

§ 1305.1 Purpose and scope.

This part prescribes requirements for determining community needs and recruitment areas. It contains requirements and procedures for the eligibility determination, recruitment, selection, enrollment and attendance of children in Head Start programs and explains the

appropriate diagnostic instruments and procedures, in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, or adaptive development; and who, by reason thereof, need special education and related services.

(b) **Enrollment** means the official acceptance of a family by a Head Start

program and the completion of all procedures necessary for a child and family to begin receiving services.

(c) **Enrollment opportunities** mean vacancies that exist at the beginning of the enrollment year, or during the year because of children who leave the program, that must be filled for a program to achieve and maintain its funded enrollment.

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Test Questions:

Select the correct option.

1. Children with disabilities means children with (1305.2)

- a. one or more of a variety of conditions that would indicate a need for special education and related services.
- b. a variety of conditions, but would not include autism.
- c. needed services that are not part of the Head Start or Early Head Start programs.
- d. specific conditions that are defined and listed in the Head Start Standards.

2. Enrollment means (1305.2)

- a. the official acceptance of a family by a Head Start program and that the child is currently participating in the program.
 - b. the official acceptance of a family by a Head Start program and the completion of all procedures necessary for a child and family to begin receiving services.
 - c. the official acceptance of a family by a Head Start program and the procedures necessary for a child and family to begin receiving services have begun.
 - d. a child has successfully completed the Head Start program and has transferred to a public school.
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(d) **Enrollment year** means the period of time, not to exceed twelve months, during which a Head Start program provides center or home-based services to a group of children and their families.

(e) **Family** means all persons living in the same household who are:

- (1) Supported by the income of the parent(s) or guardian(s) of the child enrolling or participating in the program, and
- (2) related to the parent(s) or guardian(s) by blood, marriage, or adoption.

(f) **Funded enrollment** means the number of children which the Head Start grantee is to serve, as indicated on the grant award.

(g) **Head Start eligible** means a child that meets the requirements for age and family income as established in this regulation or, if applicable, as established by grantees that meet the requirements of section 645(a)(2) of the Head Start Act. Up to ten percent of the children enrolled may be from families that exceed the low-income guidelines. Indian Tribes meeting the conditions specified in 45 CFR 1305.4(b)(3) are excepted from this limitation.

(h) **Head Start program** means a Head Start grantee or its delegate agency(ies).

(i) **Income** means gross cash income and includes earned income, military income (including pay and allowances), veterans benefits, Social Security benefits, unemployment compensation, and public

assistance benefits. Additional examples of gross cash income are listed in the definition of “income” which appears in U.S. Bureau of the Census, Current Population Reports, Series P–60–185.

"Funded enrollment means the number of children which the Head Start grantee is to serve, as indicated on the grant award."

(j) **Income guidelines** means the official poverty line specified in section 652 of the Head Start Act.

(k) **Indian Tribe** means any Tribe, band, nation, pueblo, or other organized group or community of Indians, including any Native village described in section 3(c) of the Alaska Native Claims Settlement Act (43 U.S.C. 1602(c)) or established pursuant to such Act (43 U.S.C. 1601 *et seq.*), that is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians.

(l) **Low-income family** means a family whose total annual income before taxes is equal to, or less than, the income guidelines. For the purpose of eligibility, a child from a family that is receiving public assistance or a child in foster care is eligible even if the family income exceeds the income guidelines.

(m) **Migrant family** means, for purposes of Head Start eligibility, a family with children under the age of compulsory school attendance who changed their

residence by moving from one geographic location to another, either intrastate or interstate, within the preceding two years for the purpose of engaging in agricultural work that involves the production and harvesting of tree and field crops and whose family income comes primarily from this activity.

(n) **Recruitment** means the systematic ways in which a Head Start program identifies families whose children are eligible for Head Start services, informs them of the services available, and encourages them to apply for enrollment in the program.

(o) **Recruitment area** means that geographic locality within which a Head Start program seeks to enroll Head Start children and families. The recruitment area can be the same as the service area or it can be a smaller area or areas within the service area.

(p) **Responsible HHS official** means the official of the U.S. Department of Health and Human Services having authority to make Head Start grant awards, or his or her designee.

(q) **Selection** means the systematic process used to review all applications for Head Start services and to identify those children and families that are to be enrolled in the program.

(r) **Service area** means the geographic area identified in an approved grant application within which a grantee may provide Head Start services.

(s) **Vacancy** means an unfilled enrollment opportunity for a child and family in the Head Start program.

[57 FR 46725, Oct. 9, 1992, as amended at 58 FR 5518, Jan. 21, 1993; 63 FR 12657, Mar. 16, 1998]

"Recruitment area means that geographic locality within which a Head Start program seeks to enroll Head Start children and families."

§ 1305.3 Determining community strengths and needs.

(a) Each Early Head Start grantee and Head Start grantee must identify

Test Questions:

Select the correct "True" or "False" option.

3. **Family means all persons living in the same household who are supported by the income of the parent(s) or guardian(s) of the child enrolling or participating in the program, and related to the parent(s) or guardian(s) by blood, marriage, or adoption.** (1305.2)

<input type="checkbox"/> True	<input type="checkbox"/> False	
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4. <i>The recruitment area is the same as the service area.</i> (1305.2)		
<input type="checkbox"/> True	<input type="checkbox"/> False	
5. <i>Low-income family means a family whose total annual income after taxes is equal to, or less than, the income guidelines.</i> (1305.2)		
<input type="checkbox"/> True	<input type="checkbox"/> False	

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its proposed service area in its Head Start grant application and define it by county or sub-county area, such as a municipality, town or census tract or a federally-recognized Indian reservation. With regard to Indian Tribes, the service area may include areas designated as near-reservation by the Bureau of Indian Affairs (BIA) or, in the absence of such a designation, a Tribe may propose to define its service area to include nearby areas where Indian children and families native to the reservation reside, provided that the service area is approved by the Tribe's governing council. Where the service area of a Tribe includes a non-reservation area, and that area is also served by another Head Start grantee, the Tribe will be authorized to serve children from families native to the reservation residing in the non-reservation area as well as children from families residing on the reservation.

(b) The grantee's service area must be approved, in writing, by the responsible HHS official in order to assure that the service area is of reasonable size and, except in situations where a near-reservation designation or other expanded service area has been approved for a Tribe, does not overlap with that of other Head Start grantees.

(c) Each Early Head Start and Head Start grantee must conduct a Community Assessment within its service area once every three years. The Community Assessment must include the collection and analysis of the following information about the grantee's Early Head Start or Head Start area:

- (1) The demographic make-up of Head Start eligible children and families, including their estimated number, geographic location, and racial and ethnic composition;
- (2) Other child development and child care programs that are serving Head Start eligible children, including publicly funded State and local preschool programs, and the approximate number of Head Start eligible children served by each;
- (3) The estimated number of children with disabilities four years old or younger, including types of disabilities and relevant services and resources provided to these children by community agencies;

(c) Each Early Head Start and Head Start grantee must conduct a Community Assessment within its service area once every three years. The Community

Assessment must include the collection and analysis of the following information about the grantee's Early Head Start or Head Start area:

- (1) The demographic make-up of Head Start eligible children and families, including their estimated number, geographic location, and racial and ethnic composition;
- (2) Other child development and child care programs that are serving Head Start eligible children, including publicly funded State and local preschool programs, and the approximate number of Head Start eligible children served by each;
- (3) The estimated number of children with disabilities four years old or younger, including types of disabilities and relevant services and resources provided to these children by community agencies;

"Each Early Head Start and Head Start grantee must conduct a Community Assessment within its service area once every three years."

- (4) Data regarding the education, health, nutrition and social service needs of Head Start eligible children and their families;
- (5) The education, health, nutrition and social service needs of Head Start eligible children and their families as defined by families of Head Start eligible children and by institutions in the community that serve young children;

- (6) Resources in the community that could be used to address the needs of Head Start eligible children and their families, including assessments of their availability and accessibility.

(d) The Early Head Start and Head Start grantee and delegate agency must use information from the Community Assessment to:

- (1) Help determine the grantee's philosophy, and its long-range and short-range program objectives;
- (2) Determine the type of component services that are most needed and the program option or options that will be implemented;
- (3) Determine the recruitment area that will be served by the grantee, if limitations in the amount of resources make it impossible to serve the entire service area.
- (4) If there are delegate agencies, determine the recruitment area that will be served by the grantee and the recruitment area that will be served by each delegate agency.
- (5) Determine appropriate locations for centers and the areas to be served by home-based programs; and
- (6) Set criteria that define the types of children and families who will be given priority for recruitment and selection.

(e) In each of the two years following completion of the Community Assessment the grantee must conduct a review to determine whether there have been significant changes in the information

described in paragraph (b) of this section. If so, the Community Assessment must be updated and the decisions described in paragraph (c) of this section must be reconsidered. (f) The recruitment area must include the entire service area, unless the resources available to the Head Start grantee are inadequate to serve the entire service area.

Test Questions:

Select the correct "True" or "False" option.

<p>6. <i>The Community Assessment must include the demographic make-up of Head Start eligible children and families, including their estimated number, geographic location, and racial and ethnic composition.</i> (1305.3)</p>		
<input type="checkbox"/> True	<input type="checkbox"/> False	
<p>7. <i>The Community Assessment must include resources in the community that could be used to address the needs of Head Start eligible children and their families.</i> (1305.3)</p>		
<input type="checkbox"/> True	<input type="checkbox"/> False	
<p>8. <i>The Early Head Start and Head Start grantee and delegate agency must use information from the Community Assessment to set criteria that define the types of children and families who will be given priority for recruitment and selection.</i> (1305.3)</p>		
<input type="checkbox"/> True	<input type="checkbox"/> False	

Last Name _____

First _____ Initial ____

Location _____