**Guidance for Completing Head Start Recertification and**

**Completing the Release of Oral Health Information and Release of Health Information**

**Purpose:** A recertification is used when a child was enrolled for the 2019-2020 school year as an income eligible child and the family intends for the child return to the same program. Recerts will be completed by the classroom staff during their 2nd home visit cycle. Classroom staff should communicate with their R&H Specialist for questions about who will need a recert. For a child to be considered for the next program year, a recert must be completed fully by the end of their current school year.

**Procedure:**

Who will need a recert?

* Returning children that were income eligible previous year.
* Returning children that were homeless, in foster or kinship care, or families receiving Family Independence Program (FIP cash assistance) or Supplemental Security Income (SSI).

Who will need to make an appointment for a new application to be completed?

* Children whose income was 101-130% of poverty
* Children who were labeled Over Income
* Children that want to go to a 100% GSRP classroom next school year
* Children that will be going into their 3rd year of Head Start

**Forms needed to complete the recert packet. Forms can be found on Weebly (Procedure Manual-ERSEA)**

* Copy of current year Client Intake (application) first page, found in your child’s file.
* Recertification
* Release of Health Information
* Release of Oral Health Information

**Steps to complete a recertification:**

1. Talk to your R&H to determine who will need a recert or a new application completed by appointment with R&H.
2. Have a conversation with the family regarding their child’s next placement. If they would like to return to your classroom, let them know that they will need to complete a recert to be considered for the next school year.
3. Staple a blank recert on the top of the current client intake (application) copy of first page.
4. You will complete the recert with the family on their 2nd home visit.
5. When at the home visit, compare what the original application says and make any changes on the recert in the areas that are gray. If there is not a change, write “same” in that box, indicating that the information from the original application is still the same. All gray boxes must be completed.

**Section 1**-Child’s Legal Name, Last and First

**Section 2**- Date of Birth

**Section 3**-Do you have a different phone number then original application?

**Section 5**-Do you have a different address then original application?

**Section 6**- Has there been a change in the child’s health and dental insurance? Is the child going to a different Doctor or Dentist since the original application?

**Section 12**- Is the child living with someone different from the current intake? Has the number of children in the family changed?

**Section 17**-Is the mother pregnant or father expecting? What is the due date?

**Section 19**- Any specific family need/crisis or changes? (Incarcerations, divorce, death, moved, custody arrangements, social service needs since original application)

**Section 20**-Did the parent get married or divorced since the original application? Add date of birth, gender, education level and present employment status if adding another adult.

**Section 21**- First and Last name, gender and date of birth of children in the family that are not on the original intake

**Section 23**- Do you currently receive: Foster/Kinship Care, FIP, SSI or are you Homeless?

**Section 24**- Parent/Guardian/Foster Signature and Date

**No income needs to be taken for a recert**.

1. If there is any other information that has changed with the family, now is the time to document that information on the recert.
2. When completed, the staff person will sign and date the bottom.

**Completing the Release of Oral Health Information and Release of Health Information**

1. To complete the *Release of Oral Health Information and Release of Health Information*, have the families complete the forms to the best of their knowledge. These forms must be completed so that the R&H will be able to contact doctors and dentist for any health requirements needed throughout the school year.
2. The check box at the bottom section of the Release of Health Information will give the R&H to perform hearing, vision, blood pressure, and hematocrit/hemoglobin in the classroom during school hours.
3. Classroom staff will attach the Release of Oral Health Information and Release of Health Information to the recert.

Classroom staff will make copies of the recert and health forms for their files. When sending the paperwork to the R&H, be sure that the following forms are included in the packet:

* New recert with signatures of parents/guardians and staff person
* Copy of the first page of original application
* Completed Release of Oral Health Information
* Completed Release of Health Information

R&H will make copies of the packets and review recert before submitting to DMT. DMT will update ChildPlus with any new information and place the child on the waitlist for the next school year.

For any questions or further guidance, call DMT, your R&H or the ERSEA Manager.