**Participant Selection, Acceptance, Enrollment, and Dropping:**

**Who Does What**

**Selecting a Participant**

**Direct Operated Head Start:** Selection will be completed by the FES and ERSEA Manager. This will include Income Eligible, 101-130%, and Over Income.

**Direct Operated GSRP:** Selection will be completed by the Education Coach and ERSEA Manager. This will include Income Eligible, 101-130%, and Over Income.

**Collaborative Center Early Head Start and Head Start:** Selection will be completed by the CCSC and EHS R&H Coordinator for EHS and CCSC and ERSEA Manager for HS. This will include Income Eligible, 101-130%, and Over Income.

**Direct Operated Early Head Start Center Based:** Selection will be completed by the SC, EHS R&H and EHS R&H Coordinator. They will then Let the ERSEA Manager know who they selected for the ERSEA Manager’s approval. This will include Income Eligible, 101-130%, and Over Income.

**Early Head Start Home-Based:** Selection will be completed by the EHS R&H and EHS R&H Coordinator. They will then Let the ERSEA Manager know who they selected for the ERSEA Manager’s approval. This will include Income Eligible, 101-130%, and Over Income.

**Accepting a Participant**

**Direct Operated Head Start:** FES will contact the family to see if they would like to accept placement in the program. They will then complete the Change of Status for accepting the child. COS will be sent to the Teacher, Education Coach, HS R&H, HS R&H Coordinator, ERSEA Manager, and DMT (Chris and Michelle). HS R&H will send the family an Acceptance Packet at this time.

**Direct Operated GSRP:** The teacher or Education Coach will contact the family to see if they would like to accept placement in the program. They will then complete the Change of Status for accepting the child. COS will be sent to the Teacher, Education Coach, HS R&H, HS R&H Coordinator, ERSEA Manager, and DMT (Chris and Michelle). HS R&H will send the family an Acceptance Packet at this time.

**Collaborative Center Head Start:** FSS will contact the family to see if they would like to accept placement in the program. They will then complete the Change of Status for accepting the child. COS will be sent to CCSC, HS R&H, HS R&H Coordinator, ERSEA Manager, and DMT (Chris and Michelle).

**Home-Based EHS:** EHS R&H will contact the family to see if they would like to accept placement in the program. They will then complete the Change of Status for accepting the child. COS will be sent to PSC, CFS, EHS R&H Coordinator, ERSEA Manager, and DMT (Chris and Michelle).

**Direct Operated Center Based EHS:** FCS will contact the family to see if they would like to accept placement in the program. They will then complete the Change of Status for accepting the child. COS will be sent to Site Coordinator, EHS R&H, EHS R&H Coordinator, ERSEA Manager, and DMT (Chris and Michelle).

**Collaborative Center EHS:** FSS will contact the family to see if they would like to accept placement in the program. They will then complete the Change of Status for accepting the child. COS will be sent to CCSC, EHS R&H, EHS R&H Coordinator, ERSEA Manager, and DMT (Chris and Michelle).

**Participant Declines Acceptance or not Offered Placement**

**Direct Operated Head Start:** FES will input notes into Child Plus under Eligibility Notes identifying reasons placement was not offered or if placement was declined by the family. A Change of Status will be completed for address change, location preference change, etc.

**Direct Operated GSRP:** Education Coach will input notes into Child Plus under Eligibility Notes identifying reasons placement was not offered or if placement was declined by the family. A Change of Status will be completed for address change, location preference change, etc.

**Collaborative Centers Head Start:** FSS will input notes into Child Plus under Eligibility Notes identifying reasons placement was not offered or if placement was declined by the family. A Change of Status will be completed for address change, location preference change, etc.

**Home-Based EHS:** EHS R&H will input notes into Child Plus under Eligibility Notes identifying reasons placement was not offered or if placement was declined by the family. A Change of Status will be completed for address change, location preference change, etc.

**Direct Operated Center Based EHS:** FCS will input notes into Child Plus under Eligibility Notes identifying reasons placement was not offered or if placement was declined by the family. A Change of Status will be completed for address change, location preference change, etc.

**Collaborative Center EHS:** FSS will input notes into Child Plus under Eligibility Notes identifying reasons placement was not offered or if placement was declined by the family. A Change of Status will be completed for address change, location preference change, etc.

**Enrolling a Participant**

**Direct Operated Head Start:** The Teacher will scan to email the Attendance/Sign-In on the child’s first day of school, to Michelle Karns and Sandy VanOchten.

**Direct Operated GSRP:** The Teacher will scan to email the Attendance/Sign-In on the child’s first day of school, to Michelle Karns and Sandy VanOchten.

**Collaborative Center Head Start:** The CCSC will email Michelle Karns, and cc HS R&H, HS R&H Coordinator, ERSEA Manager, and FSS letting them know the child’s enrollment date.

**Home-Based EHS:** The CFS will send an email with the enrollment date to PSC, EHS R&H, EHS R&H Coordinator, ERSEA Manager, and DMT (Chris and Michelle). If a enrollment is declined a COS will be completed by the staff member that has received communication from the family. If enrollment has not been completed due to no contact with a family the CFS will contact EHS R&H Coordinator to explore barriers and come up with a reasonable timeline for enrollment before returning to waitlist.

**Direct Operated Center-Based EHS:** FCS will send an email with the Attendance/Sign-In sheet on the child’s first day of school to Site Coordinator, EHS R&H, EHS R&H Coordinator, ERSEA Manager, and DMT (Chris and Michelle).

**Collaborative Center EHS:** The CCSC will email Michelle Karns and cc EHS R&H, EHS R&H Coordinator, ERSEA Manager, and FSS letting them know the child’s enrollment date.

**Dropping a Participant**

**Direct Operated Head Start:** When a child drops, the Change of Status for the drop will be completed by the FES. COS will be sent to the Teacher, Education Coach, HS R&H, HS R&H Coordinator, ERSEA Manager, and DMT (Chris and Michelle).

**Direct Operated GSRP:** When a child drops, the Change of Status for the drop will be completed by the Education Coach or Teacher. COS will be sent to the HS R&H, HS R&H Coordinator, ERSEA Manager, and DMT (Chris and Michelle).

**Collaborative Center Head Start:** When a child drops, the Change of Status for the drop will be completed by the FSS. COS will be sent to CCSC, HS R&H, HS R&H Coordinator, ERSEA Manager, and DMT (Chris and Michelle).

**Home-Based EHS:** When a child drops, the Change of Status for the drop will be completed by the CFS. COS will be sent to PSC, EHS R&H, EHS R&H Coordinator, ERSEA Manager, and DMT (Chris and Michelle).

**Direct Operated Center-Based EHS:** When a child drops, the Change of Status for the drop will be completed by the FCS. COS will be sent to Site Coordinator, EHS R&H, EHS R&H Coordinator, ERSEA Manager, and DMT (Chris and Michelle).

**Collaborative Center EHS:** When a child drops, the Change of Status for the drop will be completed by the FSS. COS will be sent to CCSC, EHS R&H, EHS R&H Coordinator, ERSEA Manager and DMT (Chris and Michelle).

**\***Wait List Letters will be sent out to families for all our Head Start, GSRP, and Early Head Start Centered Based programs by the FES, FCS, and Education Coach. FES, FCS, FSS, and Education Coach will also maintain communication with waitlisted families throughout the year.