

Eligibility Policy

Arrowhead Head Start will determine program eligibility through in-person interviews to verify income and age eligibility. Documentation of in-person or phone applications will be recorded on the application. These records will be maintained in the LaserFiche electronic storage software.

Income eligibility will be calculated by trained staff in accordance with the federally defined documents (see Eligibility Procedure). Income records are reviewed and approved by the Family Services/ERSEA/Community Relations Manager before a child or pregnant mother is placed in the program. Income documents and program record of eligibility are maintained in the LaserFiche system. The level of eligibility is recorded in the Child Plus database in order to determine priority of placement. The Program Support Specialist will conduct and audit of all children enrolled into the program to ensure necessary financial documentation is located in the LaserFiche system.

Income eligibility will roll-over from year to year as long as the participant maintains enrollment until the last defined day of services. Children moving from Early Head Start to Head Start will have their income reverified. If a Head Start child requests a third year of enrollment, and meets program requirements to do so, income will be reverified. Participants who drop from the program and request reenrollment will have their income reverified. Income eligibility may be reverified at any time if the family's situation has changed.

Age eligibility will be verified for all child placement from immunization records, medical records or birth certificates. Children who turn 5 years old may request an additional year of Head Start services if they meet the following requirements outlined in the Eligibility Procedure.

Additional References:
Enrollment Procedure
Eligibility Procedure

This policy complies with Head Start Performance Standard 1302.12

Approved by Policy Council on 2/12/2025