Recruitment
Policy/Procedure

To develop a pool of Head Start and Early Head Start applicants that exceeds the total number of funded enrollment slots available.

Policy/Procedure:
1. The Community Relations Manager will develop a Recruitment Plan each year and have the Policy Council approve the plan.
2. Public Relations efforts will be targeted throughout the entire service area. Site location will be based on the greatest need as determined through annual recruitment efforts and community needs assessments.
3. Actively locate and recruit applicants with disabilities through participation in Interagency Review Teams and Child Find efforts.
4. Staff engaged in recruitment will be provided information on the provisions of 45CFR Part 84 regarding nondiscrimination on the basis of Disability or on the basis of Financial Assistance received for a disability. (See Nondiscrimination Policy)
5. Arrowhead Head Start will obtain a number of applications that is greater than the enrollment opportunities that are available.
6. Applicants with the greatest need will be selected for Head Start services using the Enrollment Point System.

This policy complies with Head Start Performance Standard 45CFR Section 1305.5

Approved by Policy Council on 3-22-2005