

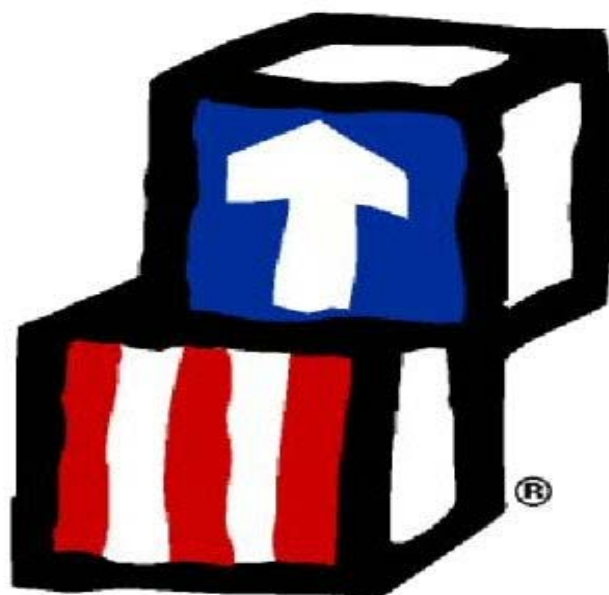


ELIGIBILITY FINAL RULE



Administration for Children and Families
U.S. Department of Health and Human Services





» **The Head Start Eligibility Final Rule** was published in the Federal Register on February 10, 2015.



When is the rule effective?



March 12, 2015

The new provisions will be in FY2016 Monitoring Protocol, which means it will be used starting October 1, 2015.



What does the rule do?



The final rule:



- Provides a roadmap for programs on how to determine eligibility;
- Describes documents program may accept to prove eligibility; **and,**
- Requires programs to retain records and to train staff.



Definitions



Added	Revised
<ul style="list-style-type: none">✓ Accepted✓ Enrolled✓ foster care✓ homeless children✓ Migrant or Seasonal Head Start Program✓ Participant✓ Relevant time period✓ Verify	<ul style="list-style-type: none">✓ Enrollment✓ Family✓ Head Start eligible



Process overview



Process overview



NEW!



**INTERVIEW
REQUIREMENT or
INTERVIEW OPTION** (If
the in-person interview is
not possible, staff may
interview the family over
the telephone.)



Process overview



NEW!

INTERVIEW OPTION



Process overview



VERIFY INFORMATION



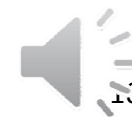
Process overview



NEW!

ELIGIBILITY DETERMINATION RECORDS

Staff must create an eligibility determination record for each participant.





NEW!

What must an eligibility determination record include?

- Copies of documents used to verify eligibility
- Statement that program staff has made reasonable efforts to verify information
- Statement that identifies eligibility determination
e.g. Income or categorical eligibility



Income eligibility requirements



- The family's income is **equal to or below the poverty line**; or,
- The family is eligible for **public assistance**. (TANF or SSI) Temporary Assistance for Needy Families or Supplemental Security Income



Programs may enroll up to
10% of their enrollment
with over-income families.



Additional allowances for programs



A program **may enroll an additional 35% , IF** the program:

- Implements outreach and enrollment policies and procedures to ensure its meeting the needs of eligible pregnant women and children; **and,**
- Establishes criteria that ensures eligible pregnant women and children are served first.



Eligibility requirements



A family is **eligible**, IF:

- ✓ The child is **homeless**;
or,
- ✓ The child is in **foster care**.



Verifying income



W-2 forms, pay stubs, or pay envelopes

Staff must:

- Use all family income for the relevant time period;
- State the family income for the relevant time period;
and,
- State whether the pregnant woman or child qualifies as low-income.

No income to report



Staff may accept a **written declaration** to that effect, if staff:

- Describes efforts made to verify income; **and,**
- Explains how the family's income was calculated; **or,**
- Seeks information from **third parties**, if the family consents.



Eligibility duration



If a child is eligible and is participating in a program, he or she will remain eligible through the end of the succeeding program year.



Training (continued)



NEW!

Management and staff	Governing body and policy council
<ul style="list-style-type: none">• 90 days after the rule becomes effective; and, as soon as possible but,• Within 90 days of hiring new staff	<ul style="list-style-type: none">• Within 180 days after the rule become effective; and,• Within 180 days of a new term

Training



NEW!



Training modules must:

- Include methods on how o collect information;
- Incorporate strategies; **and**,
- Explain program policies and procedures.



Policies and procedures



A program must establish policies and procedures that include actions taken against staff who intentionally enroll ineligible families.





Thank you

