



Hidalgo County Head Start Program

Policy Council Agenda

DATE: February 21, 2008

SUBJECT: Discussion/Approval of Family Income Guidelines and Priority Guidelines for Selection and Enrollment for Program Year 2008-2009

RATIONALE/NEED: The Hidalgo County Head Start Program must comply with Federal Regulations regarding eligibility, recruitment, selection and enrollment. The Poverty income guidelines are updated yearly and must be incorporated into our selection process. (Ref CFR45, 1305.6(a)).

RECOMMENDATION: Administration recommends approval.

COST: None

RELATED INFORMATION INCLUDES: Income and Priority Guidelines for Program Year 2008-2009

INITIATED BY: Irma E. Pena, Family Services Director 

REVIEWED BY: Edmundo Garcia, Assistant Program Director 

EXECUTIVE DIRECTOR'S APPROVAL: 



2008 FAMILY INCOME GUIDELINES FOR HEAD START PROGRAMS

Size of Family Unit	100% Poverty Income Guidelines	130% Poverty Income Guidelines
1	\$10,400	\$13,520
2	\$14,000	\$18,200
3	\$17,600	\$22,880
4	\$21,200	\$27,560
5	\$24,800	\$32,240
6	\$28,400	\$36,920
7	\$32,000	\$41,600
8	\$35,600	\$46,280
Add \$3,600 for each additional family member		

*Source: Federal Register, Vol. 73, No.15, January 23, 2008, pp. 3971-3972.
Head Start Reauthorization; P.L. 110-134, ACF-IM-HS-08-01.*



Hidalgo County Head Start Program Priority Guidelines for Selection and Enrollment Program Year 2008-2009

The Hidalgo County Head Start Program does NOT deny anyone the right from applying regardless of race, sex, creed, color, national origin or disabling condition. The families of children applying for admittance to the Hidalgo County Head Start Program MUST meet income, age and other pertinent criteria. Final approval will be granted by the Hidalgo County Head Start Policy Council. Persons wishing to contest a denial for enrollment may do so by submitting their grievances or concerns in writing to the Hidalgo County Head Start Policy Council, at P.O. Box 0117, Edinburg, Texas 78540.

DEFINITIONS

- Parent: The term Aparent@ used in this document is defined as the biological parent or legal guardian.
- Legal Guardian: The term “legal guardian” means a person who is appointed guardian or a temporary guardian by the court, and has been awarded legal custody of a minor child/ren in accordance to **Texas Civil Statute, Chapter XIII, Sec. 6.01, 6.81, 6.82, and 6.84.**
- Family: The term Afamily@ is defined as all persons living in the same household who are supported by the income of the parent(s) or guardian(s) of the child enrolling in the program and/or related to the parent(s) or guardian(s) by blood, marriage or adoption. **Ref 1305.2(e).** Note; Single, divorced, separated, and widowed parents must provide proof of marital status.
- Age: A child must be at least (3) years old by September 1, 2008 and is eligible **UNTIL** the child enters kindergarten to be eligible for services. **Ref: 1305.4(a) and 1305.6(b).**
- Income: To be eligible for Head Start services, a family must be income eligible within 100% of the poverty guidelines. **Ref: 1305.2(j); Source: Federal Register, Vol. 73, No. 15, January 23, 2008, pp. 3971-3972.** Families may be eligible if their income is between 100% thru 130% of the poverty guidelines. **Ref: P.L. 110-134, ACF-IM-HS-08-01.**
- Military Personnel Only the base pay of active military personnel will be allocated to calculate the individual’s income. **Head Start Reauthorization; P.L. 110-134, ACF-IM-HS-08-01.**
- Full Day Children that meet the applicable criteria and qualify for services will be provided with FREE services from 7:30 AM till 3:30 PM; Extended service hours up to 5:30 PM will be provided for those parents who work or attend school full time, and on the days their work/school schedule goes beyond 3:30 PM **Ref: 1306.3 (e).**
- Selection: The systematic process used to review all applications for Head Start services. The Priority Guidelines will identify those children in most need. **Ref: 1305.6 (a)**
- Enrollment: Children remain eligible the succeeding enrollment year, regardless of income, provided that they did not drop prior to the last day of school. **Ref: 1305.7 (c).** The Program may choose not to enroll a child when there is a change in the child=s family income and there is a child with a greater need for Head Start Services. **Ref: 1305.7 (a).**

Information required to apply and qualify for the Hidalgo County Head Start Program are:

- X Child=s Birth Certificate or Baptismal Certificate, and Social Security Number
- X 2007 Income Tax Return & Appropriate W-2 Forms, Schedule C’s, Schedule K’s, etc.
- X All Appropriate Child Support Information (Divorce Decree or State Attorney General’s Office – Child Support Award Letter) for Parents Who are Single, Separated, or Divorced
- X Medical Insurance Information, such as Medicaid, CHIPS, or Private Insurance
- X All Appropriate Medical Information Regarding Children with Special Needs



**Hidalgo County Head Start Program
Priority Rankings for Selection for Head Start Services
Program Year 2008 – 2009**

<i>Priority Ranking</i>	<i>Criteria</i>
1	Children who are 3 or 4 years of age of families who are HOMELESS . <i>Must be income eligible within 100% poverty guidelines.</i>
2	FOSTER children who are 3 or 4 years of age who are under the guardianship of Child Protective Services (Child=s income only) <i>Must be income eligible within the 100% poverty guidelines.</i>
3	Children who are 3 or 4 years old of age who are DISABLED . <i>Must be income eligible within the 100% poverty guidelines.</i> 10% of enrollment opportunities are available to children with disabilities. Once the program has met the 10% enrollment quota, children with disabilities and non-disabled children will compete equally based on need as described in Priority Rankings <u>Ref: 1308.5(c)(4)</u>
4	Children who are 3 and 4 years of age, whose parent(s) are disabled or elderly (60+ yrs.) <i>Must be income eligible within the 100% poverty guidelines.</i>
5	Children who are 3 or 4 years of age of single parents who work full time, or are full time students or are in training for 30+ hours. <i>Must be income eligible within the 100% poverty guidelines.</i>
6	Children who are 3 or 4 years of age of a two parents household , who both work full time, or full time students or are in training for 30+ hours. <i>Must be income eligible within the 100% poverty guidelines.</i>
7	Children who are 3 or 4 years of age of single parents who are unemployed. <i>Must be income eligible within the 100% poverty guidelines.</i>
8	Children who are 3 or 4 years of age of two parents household where one parent is employed, in school, or in training and the other is unemployed. <i>Must be income eligible within the 100% poverty guidelines.</i>
9	Children who are 3 or 4 years of age to two parent household , where both parents are unemployed. <i>Must be income eligible within the 100% poverty guidelines.</i>
10	Children who are 3 or 4 years of age whose <i>families' income is between 100% thru 130% of the poverty guidelines.</i>

Head Start Reauthorization: Two new provisions
ACF-IM-HS-08-03

Abstract

As part of the effort to develop implementation strategies for the new provisions in the Head Start Reauthorization Act, the Office of Head Start addresses the requirement that up to 35% of grantee children enrollment may come from families with incomes up to 130% of the poverty line. This authority by the grantees is effective immediately as of the date of the signing of the bill and is subject to the provisions of Section 645 (a)(1)(B)(iii)(II).

Head Start Reauthorization: Two new provisions

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS- 08-03	2. Issuance Date: 1/22/2008
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Reauthorization	
	Two new provisions	

INFORMATION MEMORANDUM [See Attachment at the bottom]

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: Head Start Reauthorization

INFORMATION:

As you know, on December 12, 2007 the President signed a bill reauthorizing the Head Start program (see ACF-IM-HS-08-01 for a discussion of the major provisions in this Bill). The Office of Head Start is continuing to work on developing appropriate strategies for implementing the many new requirements of reauthorization, and we will be sharing information with you on this over the next several months. However, we want, at this time, to advise programs on two new provisions.

Grantees may, subject to the specific requirements of Section 645(a)(1)(B)(iii)(II), serve up to 35% of their children from families with incomes of up to 130% of the poverty line. This authority is effective immediately; grantees do not need prior approval to exercise this authority. OHS will, through its monitoring process, assure that all grantees exercising this new authority meet the conditions enumerated at Section 645(a)(1)(B)(iii)(II). OHS will provide more information on the reporting requirements associated with this provision at a future date.

In FY 2008, grantees may, consistent with Section 640(g)(3) of the Head Start Act, propose to reduce their funded enrollment. Any grantee submitting such a proposal to its Regional Office should fully address those factors discussed in the attachment to this IM.

Please direct any questions on this IM to your OHS Regional Office.

/ Patricia E. Brown /

Patricia E. Brown
Acting Director
Office of Head Start

Attachment: