



Hidalgo County Head Start Program

Policy Council Agenda

DATE: March 23, 2011

SUBJECT: Discussion/Approval of Family Income Guidelines and Priority Guidelines for Selection and Enrollment for Program Year 2011-2012

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 annually and must be incorporated into our selection process. Ref. CFR-45, 1305.6(a).

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Income and Priority Guidelines for Program Year 2011-2012

INITIATED BY: Irma Pena, Family Services Director 

REVIEWED BY: Edmundo Garcia, Assistant Program Director 

EXECUTIVE DIRECTOR'S APPROVAL: 

**Poverty Income Guidelines for Eligibility
For Head Start Programs
2011 – 2012**



| Size of Family Unit | 100% Poverty Income Guidelines | 130% Poverty Income Guidelines |
|---|---------------------------------------|---------------------------------------|
| 1 | \$10,890 | \$14,157 |
| 2 | \$14,710 | \$19,123 |
| 3 | \$18,530 | \$24,089 |
| 4 | \$22,350 | \$29,055 |
| 5 | \$26,170 | \$34,021 |
| 6 | \$29,990 | \$38,987 |
| 7 | \$33,810 | \$43,953 |
| 8 | \$37,630 | \$48,919 |
| Add \$3,820 for each additional family member | | |

*Source: Federal Register / Vol. 74, No. 14 / Friday, January 20, 2011
Head Start Re-Authorization; P.L. 110-134, ACF-IM-HS-08-01.*

*Grantee Board Approval: Pending
Policy Council Approval: Pending*

**Hidalgo County Head Start Program
Priority Guidelines for Selection and Enrollment
Program Year 2011 – 2012**



The Hidalgo County Head Start Program (HCHSP) 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 HCHSP MUST meet income, age and other pertinent criteria. Final approval will be granted by the HCHSP Policy Council. Persons wishing to contest a denial for enrollment may do so by submitting their grievances or concerns in writing to the HCHSP Policy Council, at P.O. Box 0117, Edinburg, Texas 78540.

DEFINITIONS

- Parent:** The term parent 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 position of a minor child/ren in accordance with and is defined in **Texas Vernon’s Civil Statute, Texas Probate Code Chapter XIII, Sec. 601et seq.**
- Family:** The term family 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).**
- Age:** A child must be at least (3) years old by **September 1, 2011** 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: Federal Register / Vol. 74, No. 14, January 20, 2011.** 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.**
- Child with a Disability:** Children with disabilities must meet Head Start eligibility criteria for disability services. These children are required to be eligible for Special Education Programs by the Local Education Agencies/Public Schools. **Ref: 34 CFR §300.101 FAPE.**
- 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 for Selection and Enrollment 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).**
- Waitlist:** A three (3) year old waiting list and a four (4) year old waiting list will be maintained at each Head Start Center. This will ensure that eligible children enter the program as vacancies occur and children are placed in age appropriate classrooms. **Ref: 1305.6(b); 1305.6(d); OHS – PC – I – 001 and OHS – PC – I – 024.**

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

- Child’s Birth Certificate or Baptismal Certificate, and Social Security Number
- 2010 Income Tax Return & Appropriate W-2 Forms, Schedule C’s, Schedule K’s, etc.
- 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
- Medical Insurance Information, such as Medicaid, CHIPS, or Private Insurance
- All Appropriate Medical Information Regarding Children with Special Needs

Hidalgo County Head Start Program
Priority Rankings for Selection, Enrollment, and Waitlist
Program Year 2011 – 2012



| Priority Ranking | Criteria |
|-------------------------|---|
| 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 . (These children are required to be eligible for Special Education Programs by the Local Education Agencies/Public Schools.) Ref: 34 CFR §300.101 FAPE. 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. Ref: 1308.5(c)(4) <i>Must be income eligible within the 100% poverty guidelines.</i> |
| 4 | Children who are 3 and 4 years of age of families that receive TANF or SSI benefits. <i>Must be income eligible within the 100% poverty guidelines.</i> Ref: 1305.2(l) and OHS-PC-I-016. |
| 5 | 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> |
| 6 | 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> |
| 7 | 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> |
| 8 | 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> |
| 9 | 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> |
| 10 | 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> |
| 11 | Children who are 3 or 4 years of age whose <i>families' income is between 100% thru 130% of the poverty guidelines.</i> |